

**Private Joint-Stock Company Higher Education Institution Interregional
Academy of Personnel Management**



Approved by:
the Academic Council
of PJSC HEI IAPM
minutes № 8 of 29.08.2019
Chair of the Academic Council
_____ M.N. Kurko

**CODE OF ACADEMIC INTEGRITY
of PJSC HEI INTERREGIONAL ACADEMY OF PERSONNEL
MANAGEMENT**

Kyiv – 2019

Academic researchers, research and teaching staff, educational personnel, employees, tertiary, graduate and doctoral students and other persons studying at Private Joint-Stock Company Higher Educational Institution Interregional Academy of Personnel Management (hereinafter referred to as the Academy) consciously adopt this Code in order to:

- define the principles and set standards of academic integrity as an integral part of professional ethics and corporate culture;
- shape a favorable academic environment to ensure a high-quality educational process, obtain weighty scientific results containing objective novelty, establish mutual trust and mutual respect among staff members of the Academy, the administration and students;
- ensure all-round development of intellectual, professional and personal potential of all members of the academic community; and
- raising the profile and enhance the prestige and reputation of the Academy.

1. General provisions

1.1. The Code of Academic Integrity (hereinafter referred to as the Code) was developed in accordance with the standards of universal and European values, Laws of Ukraine “On Education,” “On Higher Education,” “On Scientific and Research-Engineering Activities,” “On Copyright and Related Rights,” “On publishing ,” “On Prevention of Corruption,” Civil Code of Ukraine, Code of Ethics for Scientists of Ukraine, Charter of the Academy, Strategy for Development of private Joint-Stock Company Higher Education Institution Interregional Academy of Personnel Management (2019-2029), Internal Labor Rules and Regulations, as well as using the experience of leading foreign and domestic higher education institutions and the recommendations of the SAIUP – Strengthening Academic Integrity in Ukraine Project implemented by American Councils for International Education with the support of the US Embassy in Ukraine together with the Ministry of Education and Science of Ukraine.

1.2. The Code establishes the rules and standards of academic integrity, ethical conduct, and professional communication of employees and students of the Academy.

1.3. The Code is aimed at adhering to high professional standards in all areas of the Academy’s activities, including educational, scientific, educative, managerial, as well as at maintaining a favorable psychological climate in the team.

1.4. Academic researchers, research and teaching staff, educational personnel, employees, tertiary, graduate and doctoral students, and other persons studying at the Academy undertake to follow the rules and standards relying on the following principles:

- Human-centrism;
- Spirituality;
- Professionalism;
- Self-improvement and development;
- Responsibility;

- Leadership;
- Honesty;
- Freedom;
- Trust;
- Tolerance;
- Public recognition;
- Creativity; and
- Intolerance to non-compliance with the rules and standards of the Code.

1.5. In the Code, the terms given below are used in the following meanings:

academic integrity is a set of ethical principles and statutory rules that should guide the participants in the educational process when training, teaching and conducting scientific (creative) activities in order to ensure confidence in learning outcomes and/or scientific (creative) attainments (Article 42 of the Law Ukraine “On Education”);

potential conflict of interests -- the presence of a person’s private interest in the field where he/she exercises his/her official or representative powers, which may affect fairness or impartiality of his/her decision-making, or commission or non-commission of actions in the exercise of the above-mentioned powers;

unlawful benefit – cash resources or other property, benefits, privileges, services, intangible assets, any other benefits of an intangible or non-monetary nature, which are promised, offered, provided or received without legal grounds therefor;

gift -- cash resources or other property, benefits, privileges, services, intangible assets that are provided/received free of charge or at a price below the minimum market price;

private interest -- any property or non-property interest of a person, including due to personal, family, friendly or other out-of-office relations with individuals or legal entities including those that arise in connection with membership or activity at civic, political, religious or other organizations.

officials -- persons who permanently or temporarily hold positions related to performance of organizational-administrative or administrative-economic functions or perform such functions under special authority, which is vested in a person by an official of an institution, organization, court or by a law.

2. Academic integrity

2.1. The following is considered a violation of academic integrity (Art.42 of the law of Ukraine “On Education”):

academic plagiarism -- publication (partially or completely) of scientific (creative) results obtained by other persons as the results of own research (creativity) and/or reproduction of published texts (works of art released to public) of other authors without attribution;

bribery – provision (receipt) by a participant in the educational process or a proposal to provide (receive) funds, property or services of a tangible or intangible nature in order to derive an unlawful benefit in the educational process;

fraud, forgery -- providing deliberately false information of one's own educational, scientific, creative activity or organization of the educational process; attributing the results of collective activity to one or more individuals;

fabrication – invention of data or facts used in the educational process or research;

falsification -- deliberate alteration or modification of already existing data relating to the educational process or research;

self-plagiarism -- publication (in part or in whole) of one's own previously published scientific results as new scientific results;

biased assessment -- deliberately overstating or understating assessment of the learning outcomes of tertiary students (scoring for lecture notes, attending classes, deduction of points, etc.);

copying – execution of a paper project using external sources of information other than those permitted for use, in particular during assessment of learning outcomes; and

providing unreliable information on the results of own educational (scientific, creative) activities, used research methods and sources of information.

3. Standards of professional ethics and academic integrity

3.1. **It is proper** for educational personnel, academic researchers, and research and teaching staff:

3.1.1. to conscientiously, competently, in due time, effectively and responsibly perform official powers and professional duties, decisions and instructions of the management;

3.1.2. to constantly improve professional skills using innovative educational methods and technologies in their activities;

3.1.3. to be scrupulous about the educational process, forms of control, unbiasedly and impartially assess knowledge and skills of tertiary students;

3.1.4. to adhere to generally accepted ethical standards of conduct, be polite in relations with tertiary students, the management of the Academy, administrations of structural units, colleagues and subordinates;

3.1.5. to treat colleagues and tertiary students tolerantly and respectfully regardless of their ethnic, religious, cultural or social affiliation;

3.1.6. to promote creative activity of the student body, encourage and support any activities related to the student self-governance system, improvement of the cultural life and image of the Academy; take into account the suggestions of students on forms and methods of training;

3.1.7. not to disclose or otherwise use confidential and other restricted-access information or personal information that became known in connection with performance of official and professional duties;

3.1.8. to be morally responsible for the consequences of their research that can affect the natural environment and human development;

3.1.9. to facilitate practical implementation of the results of their work in order to improve the life of society, preserve the cultural and historical heritage, rationally use natural resources etc.;

3.1.10. to resist pseudoscience, oppose manifestations of academic dishonesty;

3.1.11. to protect the freedom of scientific inquiry, counter the interference of authorities and officials in scientific research, biased influence on the nature of data and results obtained as a result of research;

3.1.12. to rely on international and national legal rules as regards intellectual property and copyright protection;

3.1.13. to take good care of library, documentary and other tangible assets and resources of the university;

3.1.14. to independently assess lawfulness of decisions or instructions issued by the management and possible damage caused in the process of carrying out such decisions or instructions, refrain from carrying out decisions or instructions of the management if they are contrary to laws, despite private interests;

3.1.15. to immediately notify the management in case of receiving for execution decisions or instructions that a member of the academic community considers illegal or threatening the legally protected rights, freedoms or interests of individual citizens, legal entities, state or social interests; and

3.1.16. to avoid a private interest and a conflict of interests;

It is unacceptable for educational personnel, academic researchers, and research and teaching staff:

3.1.17. to allow violations of the educational process, its insufficient scientific and methodological support;

3.1.18. not to comply with the requirements of a contract and implementation of an individual work plan;

3.1.19. to be late for work or to miss it without good reason;

3.1.20. to show impolite, contemptuous treatment of tertiary students, colleagues and employees;

3.1.21. to resort to forms of academic fraud, academic plagiarism and other forms of academic dishonesty set out in Section 2;

3.1.22. to abuse their power, use undue influence or misuse their office;

3.1.23. to provoke by subornation;

3.1.24. to commit forgery in office and neglect of duty;

3.1.25. to accept offers, promises or receipt of an unlawful benefit or gifts by an official;

3.1.26. to take and offer bribes and (or) commit any other acts of corruption;

3.1.27. to knowingly violate rules of current legislation of Ukraine and regulatory and administrative documents of the Academy (Charter, internal labor rules and regulations, codes, provisions, orders and instructions);

3.1.28. to manifest in any form undesirable verbal, non-verbal or physical behavior of a sexual nature, the purpose or consequence of which consists in violation of dignity of an individual, in particular by creating a threatening, hostile, degrading or insulting environment etc.;

3.1.29. to show a disrespectful and impolite attitude to students, representatives of research and teaching staff or the management;

3.2. **It is proper** for tertiary students and other learners to:

- 3.2.1. respect honor and dignity of others;
- 3.2.2. adopt a responsible attitude to their duties; perform the tasks provided for by curricula and syllabi in a conscientious and timely manner;
- 3.2.3. attend all educational classes except for cases due to valid reasons;
- 3.2.4. make good use of the time of educational classes in order to achieve educational goals;
- 3.2.5. be active in independent work using study guides, recommendations of teachers, individually working on new literature, using all possibilities to gain necessary knowledge;
- 3.2.6. use in learning or research activities only verified and reliable sources of information and competently refer to them;
- 3.2.7. submit for assessment only self-performed work that is not borrowed or altered work performed by third parties;
- 3.2.8. in case of difficulties when performing learning or research tasks, turn to others for help without violating the principles of academic integrity; and
- 3.2.9. inform teachers and students of violations of standards and rules of academic integrity.

It is unacceptable for tertiary students and other learners to:

- 3.2.10. show a disrespectful and impolite attitude to students, representatives of research and teaching staff or the management;
- 3.2.11. be late for classes or miss them without good reason;
- 3.2.12. during control measures, use sources of information (auditory (cues), written (works of others), printed (books, study guides), electronic (phones, tablets) forbidden by the teacher;
- 3.2.13. request, provide and receive assistance from third parties (including fictitious persons) when undergoing continuous, modular, end-of-term and summative assessment; use family or official connections to get a good or higher mark;
- 3.2.14. submit for assessment a paper project prepared with the participation of others;
- 3.2.15. include in the list of authors of publications the persons who did not take part in obtaining scholarly results;
- 3.2.16. falsify or fabricate information, scholarly results with their subsequent use in a (term, diploma, thesis) paper;
- 3.2.17. receive or offer a bribe for any advantages in training or research activities; and
- 3.2.18. take part in any activity related to violation of the rules and standards of academic integrity.

3.3. The cases of violating rules of the Code by academic researchers, educational personnel, research and teaching staff and students are presented for consideration by the Academic Integrity Council the powers of which are defined in Section 4 of this Code.

4. Academic Integrity Council

4.1. The Academic Integrity Council (hereinafter referred to as the Council) is established to consider non-compliance by members of the academic community of the Academy with the provisions of this Code.

4.2. In its activities, the Council is guided by standards of universal morality and ethics, the Constitution of Ukraine, Laws of Ukraine, resolutions of the Verkhovna Rada of Ukraine, decrees of the President of Ukraine, acts of the Cabinet of Ministers, orders and instructions of the MES of Ukraine, the Academy's Charter, and this Code.

4.3. The personal composition of the Council is approved annually at a meeting of the Academic Council.

4.4. The Council is entitled to:

4.4.1. receive, consider, analyze alleged violations of the Code and prepare appropriate conclusions;

4.4.2. involve in its work experts in a given area, as well as use hardware and software to reliably ascertain facts of violating the standards of academic integrity based on a submitted allegation;

4.4.3. carry out information work aimed to popularize the principles of academic integrity and professional ethics of research and teaching staff members and tertiary students;

4.4.4. initiate, conduct and support research on academic integrity, quality of education and scientific activities;

4.4.5. prepare proposals to improve the effectiveness of introducing the principles of academic integrity into educational and scientific activities of the Academy;

4.4.6. provide recommendations and expertise on ways and means to more effectively comply with the provisions of the Code.

4.5. The personal composition of the Council is approved by an order of the Rector upon a decision of the Academic Council being composed of 7 members who include on a permanent basis:

4.5.1. – Chair of the Council who is elected at a meeting of the Academic Council from among its members;

4.5.2. – Vice-Rector for Research;

4.5.3. – head of the Center for Educational and Methodological Support and Content of Education (Center for Quality Assurance in Higher Education);

4.5.4. – chair of the Student Council of the Academy;

4.5.5. – members of the Student Council of the Academy;

4.5.6. – chair of the Scientific Society of Students and Young Scientists of the Academy; and

4.5.7. – Commissioner for Students' Rights (Ombudsman) of the Academy.

4.6. The membership of the Council and relevant contact information are posted on the official website of the Academy immediately after its approval.

4.7. When considering a specific report, the Council temporarily includes the director/dean of an institute or their deputies and the chair of the student council of the institute/department represented by the person with respect to whom the issue of violating the Code is considered.

4.8. A meeting of the Council is valid, and a decision is considered adopted if at least 2/3 of the Council membership took part in it and more than half voted in favor of or against it.

4.9. The informer and the person with respect to whom the issue of violating the Code is considered are invited to a meeting of the Council. If the latter fails to appear the meeting is postponed with a written warning of this person (no later than three working days before) about the date, place and time of the next meeting. In case of repeated failure to appear, the meeting is held in the absence of the person with respect to whom the issue of violating the Code is considered.

4.10. Based on the results of the meetings held the Council prepares reasoned decisions in the form of approved conclusions "On violating standards of the Code of Academic Integrity of PJSC HEI IAPM" or "On disproving the alleged violation of standards of the Code of Academic Integrity of PJSC HEI IAPM."

The above conclusions of the Council are of an advisory nature being submitted to the Rector of the Academy for appropriate action.

In case of establishing in actions of participants in the educational and scientific process facts of violating current legislation, the Rector immediately informs relevant authorities thereof.

4.11. Any member of the academic community who becomes aware of violations of standards of the Code or a possibility of such violations may appeal to the Chair or to the Secretary of the Council with a written statement addressed to the Chair. The statement must indicate personal data of the informer (full name, contact details: address, telephone, place of work, position, year, group, and personal signature). The Council does not consider anonymous or incorrect statements.

4.12. Employees and learners who entertain a suspicion of a possible violation of the Code standards but do not have reasonable grounds to write a statement or are ambivalent about the possibility of their committing actions, which may later be classified as an infringement of the Code standards, may seek advice from members of the Council.

4.13. Everyone who fell under suspicion of breach of academic integrity has the following rights:

4.13.1. to get acquainted with all materials of checking aimed to establish the fact of an academic integrity violation, give comments on them;

4.13.2. personally or through a representative, to provide oral and written explanations or to refuse to provide any explanations, participate in examining evidence of an academic integrity violation;

4.13.3. to know the date, time and place of and be present during consideration of the issue of establishing the fact of an academic integrity violation and bringing him/her to academic responsibility;

4.13.4. to appeal the decision to bring to academic responsibility to a body authorized to consider appeals or to the court.

4.14. Once a year, the Academic Council hears the report of the Chair of the Academic Integrity Council and makes decisions on its further activities.

5. Responsibility for violating standards of academic integrity

5.1. Academic researchers, educational personnel and research and teaching staff may be brought to moral, disciplinary, administrative responsibility for violating academic integrity standards in accordance with regulatory and administrative documents, rules of legislation of Ukraine, including the following ones:

5.1.1. refusal to award a scientific degree or confer an academic title;

5.1.2. deprivation of an awarded scientific degree or a conferred academic title;

5.1.3. deprivation of the right to participate in the work of bodies specified by law or to hold positions specified by law;

5.1.4. reprimand;

5.1.5. dismissal from office.

5.2. For violating the academic integrity rules, students of the Academy may be brought to the following forms of responsibility:

5.2.1. warning;

5.2.2. re-assessment (of a review work, exam, test etc.);

5.2.3. repeated completion of an appropriate educational component of the educational program; and

5.2.4. expulsion from the Academy.

5.3. Academic researchers, educational personnel, research and teaching staff, and students have the right to ways of appealing against accusations of violating academic integrity standards, which are not prohibited by legislation; in particular, a decision of the Council may be appealed to the Academic Council of the Academy.

6. Final provisions

6.1. The Code is approved by the Academic Council.

6.2. The Code becomes effective upon its approval by the majority of members of the Academic Council and its putting into force by order of the Rector.

6.3. Tertiary students must be acquainted with the Code within a month from the date of their enrollment at the Academy, while academic researchers, educational personnel and research and teaching staff -- when entering employment at the same time as getting familiar with the Internal labor Rules and Regulations and signing the Declaration of Academic Integrity (Annexes 1, 2).

6.4. All employees and learners must know and adhere to the principles and standards of the Code. Ignorance of these standards is no excuse for its violation.

6.5. Failure to comply with the Code standards is subject to consideration by the Academic Integrity Council.

6.6. Amendments to the Code are submitted for consideration by the Academic Council on proposals of the Academic Councils of institutes/departments, Academic Integrity Council, Student Council, and Scientific Society of Students and Young Scientists.

6.7. Amendments to the Code relating to responsibility of tertiary students need to be agreed with a relevant body of student self-governance.

DECLARATION OF ACADEMIC INTEGRITY
of the research and teaching, research, educational staff member
of PJSC Higher Education Institution Interregional Academy of Personnel
Management

I, _____,

Full name, position

HEREBY DECLARE that I will perform my own educational, scientific, creative activities adhering to the mission, vision, values, corporate culture of the Academy, the highest moral and legal standards of academic good conduct being guided by Ukrainian legislation, ethical requirements to professional and scientific activities.

UNDERTAKE:

- To treat all members of the academic community of the Academy with respect and tolerance.
- To refrain from behavior that calls into question honesty and integrity of my work and causes harm to my colleagues and Academy's reputation.
- To prevent and counter violations of academic integrity by members of the academic community.
 - Not to provide unlawful assistance in professional and scientific activities.
 - To use only reliable sources of information, not to resort to falsification or fabrication of data.
 - Not to plagiarize (including not to use ideas, assertions, information, texts etc. without reference to sources).
 - Not to use unlawful benefits, not to demand or take bribes.

REALIZE that in the event that I violate this Declaration, I will be responsible to the academic community of the Academy in accordance with universal standards of morality and legislation of Ukraine.

Date _____

Signature _____

DECLARATION OF ACADEMIC INTEGRITY
of the tertiary, graduate, doctoral student of PJSC Higher Education
Institution Interregional Academy of Personnel Management

I, _____,
Full name

As a member of the academic community of the Academy, signing this document,

HEREBY DECLARE that I will perform my own educational, scientific, creative activities adhering to the mission, vision, values, corporate culture of the Academy, the highest moral and legal standards of academic good conduct being guided by universal standards of humanity and morality, Ukrainian legislation, ethical requirements to professional and scientific activities.

UNDERTAKE to:

- respect honor and dignity of others;
- adopt a responsible attitude my duties, perform the tasks provided for by curricula and syllabi in a timely and conscientious manner;
- attend all educational classes except for cases due to valid reasons;
- make good use of the time of educational classes in order to achieve educational goals;
- be active in independent work using study guides, recommendations of teachers, individually working on new literature, using all possibilities to gain necessary knowledge;
- use in learning or research activities only verified and reliable sources of information and competently refer to them;
- submit for assessment only self-performed work that is not a borrowed or altered work performed by third parties;
- in case of difficulties when performing learning or research tasks, turn to others for help without violating the principles of academic integrity; and
- inform teachers and students of violations of standards and rules of academic integrity;

REALIZE that in the event that I violate this Declaration, I will be responsible to the academic community of the Academy in accordance with universal standards of morality and legislation of Ukraine.

Date _____

Signature _____