



CODE

**of Academic Integrity at Ivan Kozhedub Kharkiv
National Air Force University**



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of the Ivan Kozhedub Kharkiv National Air
Force University
Protocol 19.08.2022 №9

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National Air Force University

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1. General provisions

The experience of developed countries in understanding the systematic approaches to combating academic dishonesty in all types of educational and research activities at the university indicates the need for public definition and adoption of the principles of academic integrity, which should become the basis for a positive change in public consciousness and an important step in the systematic introduction of high standards of educational and research activities at the university.

The Code of Academic Integrity (hereinafter referred to as the Code) of the Ivan Kozhedub Kharkiv National Air Force University (hereinafter referred to as the University, KhNAFU) defines the standards of educational and scientific activities of higher education students, as well as pedagogical, scientific and pedagogical, research workers and other categories of employees (hereinafter referred to as the University employees), in compliance with the basic moral and legal norms of academic conduct.

Together with the Regulation on Academic Integrity of KhNAFU and other documents that regulate the policy of ensuring academic integrity in the educational and scientific activities of the university, this Code ensures compliance with the principle of intolerance to violations of academic integrity and ethics of academic relations.

When forming the content of the Code, the requirements of the Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific-Technical Activity", "On Copyright and Related Rights", regulatory acts of the Cabinet of Ministers of Ukraine, current orders and recommendations of the Ministry of Education and Science of Ukraine, and other national regulatory framework were taken into account. The text of the Code uses information from open electronic resources - websites (including the regulatory framework) of domestic and foreign higher education institutions, national and international institutions and associations, educational and scientific periodicals, data from national and international surveys, etc., and takes into account the proposals of higher education students and university staff.

2. Basic definitions, principles, and fundamental values of academic integrity and ethics of academic relationships

An author is an individual who creates a work.

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.

Ethics of academic relations - a set of rules of morality of applicants established and recognised by the educational and scientific communities in higher education, university staff.

Illustrative borrowing is the reproduction of an illustration from a source.

Composition (work, material) is information as a result of scientific or educational

activities of a particular person (or in co-authorship), presented on paper or in electronic form on the Internet (monograph, textbook, manual, article, abstract, preprint, abstract and manuscript of a dissertation (thesis), master's or bachelor's thesis, term paper or project, essay, test paper, etc.).

Textual borrowing is the verbatim reproduction of a source text.

The uniqueness of the text of a composition (work, material) is the presence of texts, tables, and illustrative materials in the work (work, material), which does not contain textual borrowings and paraphrases.

Quote is a relatively short excerpt from a literary, scientific or any other (including those published on the Internet) work that is used by a person in his/her work with obligatory reference to its author and source of quotation, in order to make his/her own statements clearer or to refer to the views of another author in an authentic formulation.

A paraphrase is a paraphrase, a statement of the original source in your own words.

A primary source is a direct source of certain information or an original fundamental work (published text by other authors) containing primary information.

The basic principles and fundamental values of academic integrity and ethics of academic relations are:

virtue is the commitment of all university employees and students to moral principles and standards that create a barrier to dishonesty;

honesty and integrity - systematic avoidance of academic dishonesty in educational and research activities;

truth - the pursuit of truth, free and open dissemination of knowledge, its continuous acquisition and enrichment;

transparency - accessibility and openness of information, which implies that all participants in the educational and scientific process are obliged to act openly, predictably, **clearly**, and within the law;

legality - compliance with the law by each participant in the educational and scientific process and encouragement of others to do so;

respect - respect for the ideas, dignity of others, their physical and mental health, for the benefit of collegiality and cooperation with other participants in the educational and scientific process.

trust - all participants in the educational and scientific process have confidence in each other's honesty and integrity, can rely on each other, and are free from fear that their results may be stolen, their careers defamed, and their reputations undermined.

courage - the inclination to purposefully defend decent behaviour and ideas to promote the principles of academic integrity in the face of external pressure.

fairness - unbiased, equal treatment of all participants in the educational and scientific process, free from discrimination and dishonesty.

accountability - participants in the educational and scientific process properly use the powers delegated to them without exceeding or negligently exercising them.

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

democratic governance - university management should be based on the involvement of all relevant participants in the educational and scientific process and the ethical exercise of their powers by the management at various levels.

self-improvement and system improvement - participants of the educational and scientific process recognise the importance of and make every effort to continuously improve the educational system, in particular through their own professional development.

responsibility - the ability to take responsibility for the results of one's activities, fulfil certain obligations, resist manifestations of academic dishonesty, and set examples of decent behaviour.

competence and professionalism - maintaining the highest level of competence by each participant in the educational and scientific process.

3. Types of Violations of Academic Integrity and Ethics of Academic Relations in the Course of Educational and Scientific Activities

Violations of academic integrity, inherent in educational and research activities:

academic plagiarism is the publication (in part or in full) of scientific (creative) results obtained by other persons as the results of their research (creativity) and/or reproduction of published materials (published works of art) of other authors without attribution;

The main types of academic plagiarism are:

cloning - copying, exact reproduction (word for word) of someone else's text and/or borrowing illustrations with the subsequent presentation as the author's;

copying - the material contains a significant part of the text and/or illustrations of one source without changes;

"find-replace" - the main content of the source is retained with the change of keywords and phrases;

remix - a paraphrase of materials from several sources is arranged in such a way that the text looks coherent;

hybrid - a combination of cited sources and copied materials (text, illustrations) without reference;

mashup - a mix of copied materials from several sources;

use of non-existent sources - the text contains references to non-existent sources, unreliable or inaccurate information about sources;

aggregator - the text and/or illustrations have proper citations, but contain almost no original thoughts or the author's contribution (applies only to scientific papers where the author's research is a mandatory part);

retweet - the text contains a proper citation, but essentially duplicates the wording and/or structure of the original source (applies only to scientific papers where the author's research is a mandatory part);

self-plagiarism - publishing (in part or in full) one's own previously published scientific results as new scientific research, using one's previous works in a different

context, without reference to the fact that such work has already been used or published;

fabrication is the invention of data or facts used in the educational process and/or research;

falsification is a deliberate change or modification of existing data related to the educational process and/or research;

cheating - writing with the use of external sources of information other than those permitted for use, in particular in the assessment of learning outcomes;

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 material benefits in order to obtain an unlawful advantage in the educational process;

deception - providing deliberately false information about one's own educational (scientific, creative) activities or the organisation of the educational process;

biased assessment - deliberate overestimation or understatement of the assessment of learning outcomes of higher education students; untimely notification of students about the assessment system; application of an assessment system that does not meet the declared goals and objectives of the topic, discipline, practice, educational program, etc; lack of objective evaluation criteria.

In the course of educational and scientific activities, it is not allowed for higher education students or university staff to commit actions that will result in a violation of academic integrity or violation of the ethics of academic relations, including the following:

- forgery of signatures in official documents;
- use of family or official ties to obtain a positive or higher grade in any type of final examination or to gain an advantage in academic work;
- acquisition from other individuals or organisations with the subsequent presentation of the results of educational and research activities as their own;
- providing feedback or reviews of scientific or educational works without proper examination;
- academic sabotage - harm, damage, delay or unnecessary complication of the educational or research work of others, deliberate destruction of data, slowing down the review process of the author's work to use the results for their own purposes, etc;
- inclusion in the list of authors of educational, scientific publications or project executors of persons who did not participate in the preparation (writing) and in obtaining the results;
- acting in the face of a real conflict of interest;
- disregard of alleged violations academic integrity of other persons, or taking actions aimed at concealing a violation;
- the use of blackmail or bribery;
- nepotism, abuse of power, "professorial dishonesty";
- the use of family ties or official position to gain advantages in the academic, extracurricular, scientific, or administrative sphere;
- impact on the results of the survey of higher education students on the

quality of academic disciplines;

- use of prohibited auxiliary materials (cribs, notes, etc.) and technical devices (microphones, phones, smartphones, tablets, etc.) during the assessment of learning outcomes;

- simulation of deterioration of health, illness, in order to avoid control measures for assessing learning outcomes;

- passing the knowledge control procedures by straw men;

- the submission or presentation by different persons of work with the same content as a result of learning activities;

- writing not your own variants of tasks at control events;

- collective cooperation between higher education students for the benefit of all;

- committing actions aimed at preliminary and illegal familiarisation with the content of the final control materials;

- use of a system of hidden signals (sound, gesture, etc.) when performing group control activities, tests, etc, with the same options;

- forced charitable contributions and forced labour - forcing higher education students to pay money or perform certain labour under the threat of deliberately harming the interests and rights of a person in education, household, or other issues.

- manipulation of authorship or disregard for the role of other researchers in publications;

- selective citation to improve one's own performance or to please editors, reviewers, or colleagues;

- optional expansion of the research bibliography;

- maliciously accusing a researcher of committing a violation of the principles of academic integrity;

- distortion of scientific achievements;

- exaggerating the importance and practical significance of the results;

- borrowing the results of other research groups;

- theft of research results within the same research group.

This list is not exhaustive and does not cover all acts that may contain signs of violation of academic integrity and ethics of academic relations.

4. Adherence to the principles of academic integrity and ethics of academic relationships

4.1. Adherence to the principles of academic integrity and ethics of academic relations for all categories of higher education students and university staff is required:

- adherence to the fundamental values of academic integrity set out in the Code;

- compliance with applicable laws in the field of education and science, and intellectual property;

- adherence to academic culture and respect for other employees and students;

- preventing academic dishonesty on the part of other employees and students;

- Correct references to sources of information are required when using borrowed ideas, developments, statements, and data;
- Immediate notification of cases of violation of academic integrity to the authorised bodies (officials) of the university (depending on their own subordination and type of violation) for them to respond accordingly;
- bearing academic responsibility and liability for violation of the principles of academic integrity and ethics of academic relations.

4.2. In addition to the principles of academic integrity and ethics of academic relations defined in clause 4.1, higher education students must comply with the principles of academic integrity and ethics of academic relations:

- 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);
- providing reliable information on the results of their own educational (scientific, creative) activities, research methods, and sources of information.

4.3. In addition to the principles of academic integrity and ethics of academic relations defined in clause 4.1, the university staff shall comply with the principles of academic integrity and ethics of academic relations:

- providing reliable information about research methods and results, sources of information used, and own pedagogical (scientific, pedagogical, creative) activities;
- control over the observance of academic integrity by higher education students;
- objective and impartial assessment of the learning outcomes of higher education students;
- opposition to conformism, protection of freedom of scientific thought, condemnation of censorship of scientific creativity.

5. Academic responsibility of higher education students for violation of academic integrity and ethics of academic relations

5.1. For violations of academic integrity and ethics of academic relations, higher education students may be held academically liable:

- lower grades in tests, exams, quizzes, etc;
- repeated assessment (tests, exams, credits, etc.);
- appointment of additional control measures (additional individual tasks, additional tests, etc.);
- conducting an additional inspection of all works by the infringer;
- deprivation of the right to participate in scholarship competitions;
- restriction of the offender's participation in scientific research, exclusion from certain scientific projects;
- exclusion from the ranking of applicants for academic scholarships;
- announcement of a disciplinary sanction.

5.2. For violation of academic integrity and ethics of academic relations, university employees may be held academically liable:

- warning;
- deprivation of the right to vote in the collegial governing bodies of the university or restriction of the right to participate in the work of such bodies for a certain period of time;
- refusal to assign or deprivation of the assigned pedagogical title, qualification category;
- refusal to award a scientific (educational and creative) degree or the academic title awarded;
- -deprivation of an academic degree or academic title.

5.3. Actions that have signs of violation of academic integrity and ethics of academic relations may also be grounds for bringing a person to disciplinary, civil, administrative, and criminal liability in cases and in accordance with the procedure established by law. Bringing a person to responsibility for violation of academic integrity and ethics of academic relations may be carried out independently of bringing him/her to other types of responsibility.

6. Final provisions

The Code is discussed and approved during a meeting of the University Academic Council. Any amendments or additions to the Code are made in the same manner. All categories of higher education students and university staff are required to familiarize themselves with the Code, and this commitment to comply with it is documented through their signatures. Declarations affirming adherence to the principles of academic integrity are also collected.

The Code is posted on the university's official website.