



REGULATIONS

**on Academic Integrity and Ethics
of Academic Relationships
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 Ivan Kozhedub Kharkiv National
Air Force University
Protocol 19.08.2022 № 9

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Enacted by the order of the Commandant
of the Ivan Kozhedub Kharkiv National
Air Force University 19.08.2022 № 975

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1. General provisions

1.1 The Regulations on Academic Integrity and Ethics of Academic Relationships at the Ivan Kozhedub Kharkiv National Air Force University (hereinafter - the Regulations) defines the basic principles of academic integrity in the educational and scientific activities of the university community as an integral part of the system of quality assurance of higher education and the educational process at the Ivan Kozhedub Kharkiv National Air Force University (hereinafter - the University), in solving issues of staffing, training of scientific and pedagogical and scientific etc.

1.2 The Regulation is applied in the part that does not contradict the current legislation, national and internal university regulatory framework. The requirements of the following documents (as amended and supplemented) are taken into account both in the Regulations and in the direct activities: The Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific-Technical Activity", "On Copyright and Related Rights", regulations of the Cabinet of Ministers of Ukraine, current orders of the Ministry of Education and Science of Ukraine, the Statute of the Ivan Kozhedub Kharkiv National Air Force University, "Regulations on the Organization of the Educational Process at the Ivan Kozhedub Kharkiv National Air Force University ", "Regulations on the System of Internal Quality Assurance of Higher Education at the Ivan Kozhedub Kharkiv National Air Force University ", "Regulations on the System of Internal Quality Assurance of Higher Education at the Ivan Kozhedub Kharkiv National Air Force University " other national regulatory framework.

1.3 In the Regulations addition to the national regulatory framework, used and analysed (if necessary, interpreted to the specifics of the university's activities) information from open sources of electronic resources – websites (including the regulatory framework) of domestic and foreign higher education institutions, national and international institutions and associations, recommendations of the Ministry of Education and Science of Ukraine, educational and scientific periodicals, data from national and international surveys, etc. The content of the main definitions used in the Regulations is reflected in the University's Code of Academic Integrity.

1.4 The content of the main definitions used by the Regulation is reflected in the University's Code of Academic Integrity.

1.5 The Regulation is a part of the general regulatory framework of the university, and is placed in the electronic register of the main current regulatory framework of the university's quality management system, which is a part of the section "General Information" of the official university website.

2. The system of promoting compliance with the principles of academic integrity and ethics of academic relationships at the Ivan Kozhedub Kharkiv National Air Force University

The system of ensuring the principles of academic integrity and ethics of academic relationships (hereinafter – academic integrity) at KNAFU has the following logically interrelated components:

- A regulatory framework that describes at the systemic level the mechanisms for implementing the principles of academic integrity in the scientific and educational processes, measures to ensure compliance with the principles of academic integrity, and procedures for preventing and combating violations of the principles of academic integrity. The main elements of the regulatory framework include:

- Code of KNAFU academic integrity;
- Regulations on Academic Integrity and Ethics of Academic Relationships at KNAFU;
- Regulations on Counteracting Academic Plagiarism at Ivan Kozhedub Kharkiv National Air Force University;
- Regulations on the Academic Integrity Commission and the University Ethics and Conflict Management Commission;
- Other regulatory documents concerning the implementation of relevant types of educational and scientific activities at the university, which also reflect the issues of academic integrity;
- Authorised commissions that ensure the promotion of the principles of academic integrity, their implementation in the educational and scientific activities of the university, and also perform a supervisory and controlling function.
 - Among them:
 - the University's academic department;
 - research and administrative department;
 - group for the promotion of academic integrity;
 - a permanent university Commission on ethics and conflict management, whose members are appointed by order of the Commandant of the University;
 - a commission to monitor compliance with the principles of academic integrity when reviewing scientific provisions and results of dissertations for the degree of Doctor of Science and Doctor of Philosophy (Candidate of Sciences);
 - Academic integrity commissions have been formed, which are established by orders of the Commandant of the University, directives of the Commandant of the University, Director (head) of the institute (centre), Head of the faculty, Head of the conference organising committee, Editor-in-chief of a scientific journal, Chairman of a specialised academic council.

To consider violations of academic integrity by higher education applicants, these commissions must include representatives of cadet (student) and adjunct bodies' self-government. The commissions may not include persons who have been

held academically liable for violations of academic integrity. In case of establishing the fact of violation of academic integrity by a member of the commission, he/she is removed from their membership by order of the Commandant of the University.

A meeting of the commissions shall be deemed valid if at least two-thirds of the members participate in their work. Resolutions of the commissions shall be deemed adopted if they are supported by a simple majority of votes of its members by open voting.

The information base, which is used to promote the principles of academic integrity and raise awareness of all participants in educational and scientific activities at the university on issues of academic integrity, and whose main components are:

- information and methodological materials on information literacy and plagiarism prevention, created jointly with representatives of companies that develop software for checking papers for uniqueness;
- materials to promote the principles of academic integrity among higher education applicants (banners, infographics, handouts, etc.);

Tools for implementing the principles of academic integrity in the academic and scientific activities of the University, which have an educational function and which make it possible to prevent cases of violation of the principles of academic integrity, including:

- information and advisory support for teachers and students through the creation of relevant resources on the library's website, printing of booklets and posters, development and distribution of videos, and other activities to promote the principles of academic integrity;
- massive open online courses " Academic Integrity: Challenges, Actions, Success Stories", "Fundamentals of Information Literacy and Data Management";
- introducing the topic "Ethics and Academic Integrity in Education and Science" into the in-service training programme for research and teaching staff;

Tools for monitoring compliance with the principles of academic integrity in the academic and scientific activities of the university, which provide for:

- conducting a survey of participants in the scientific and educational processes regarding violations of academic integrity;
- mandatory verification of scientific, educational, qualification, and dissertation papers for signs of academic plagiarism in accordance with the established regulatory framework.
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3. Managing the process of academic integrity at the University and local levels

3.1 The process of compliance with the principles of academic integrity at the University-wide level is managed by the Deputy Commandant of the University for Academic Affairs.

3.2 The main tasks and functions are carried out by the university's structural units in accordance with the direction of their activities.

3.2.1 Management of the process of compliance with the principles of

academic integrity in the educational activities of the university and informing higher education applicants and University staff about the inadmissibility of violating the principles of academic integrity, as well as the implementation of measures to prevent academic dishonesty:

- in terms of adherence to the principles of academic integrity by higher education applicants at the first and second levels of higher education:
 - – the University's academic department;
- in terms of compliance with the principles of academic integrity by higher education applicants at the third (educational and scientific) and scientific levels – by the University's research and administrative department.

3.2.2 The management of the process of observance of the principles of academic integrity in the implementation of all areas of scientific and technical activities is carried out by the Deputy Commandant of the University for Research. Control over compliance with the principles of academic integrity, implementation of measures to prevent manifestations of academic dishonesty in the implementation of certain areas of scientific activity, is carried out in the unit:

- defending theses for academic degrees - by the Head of specialised academic councils;
- carrying research-development projects (hereinafter – R&D) funded from the state budget and/or contractual by R&D, the scientific supervisors of the R&D;
- the activities of the University's scientific journals - as Editors-in-chief of scientific journals;
- holding university events of scientific, methodological, and other orientation (conferences, seminars, etc.) - by the chairmen of the organising committees of the events;
- protection of intellectual property rights – by the person responsible for inventive and rationalization activities at the university.

3.2.3 The academic integrity process at the Civil Aviation Institute is managed by the Deputy dean for academic and scientific affairs, at the Air Force research centre (research and development institute) by the Deputy head of the centre (institute) for scientific affairs, and at the faculties by the Deputy head of the faculty for academic and scientific affairs.

3.2.4 Promotion of the principles of academic integrity, informing higher education applicants about the inadmissibility of violating the principles of academic integrity and implementation of measures to prevent academic dishonesty is carried out, among other things, by the student government, the scientific society of cadets (students), students, adjuncts, doctoral students and young scientists of the university.

3.2.5 Information technology activities to promote the principles of academic integrity, the basics of information literacy, and work with databases are carried out by the University library.

4. Responsibility for maintaining academic integrity

4.1 Responsibility for compliance with the principles of academic integrity in the course of educational and research activities lies with higher education students and University staff.

4.2 Detection of violations of academic integrity by higher education students during their educational and scientific activities is primarily carried out by academic staff (within the scope of the disciplines they teach) and by scientific supervisors of doctoral and qualification papers; cases of academic integrity violations committed by University staff are primarily detected by their immediate supervisors (managers), including the heads of structural units, specialized academic councils, conference organizing committees, and editorial boards of scientific journals.

4.3 The decision on academic liability for violation of academic integrity may be made by the persons referred to in paragraph 3.

4.4 Regulations, academic integrity commissions, and/or the University ethics and conflict management commission.

4.4.1 A teacher may impose the following types of academic responsibility on higher education students who have violated academic integrity:

- lowering grades in tests, exams, credit, etc;
- re-taking of tests, exams, credits, etc;
- appointment of additional control measures (additional individual tasks, additional tests, etc.).

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

- a decline in the results of the qualification paper assessment;
- revision and resubmission of certain section (sections) of the qualification paper.

The details of academic responsibility may be specified in the regulations of the discipline or the regulations for the performance of the qualification paper.

4.4.3 Head of departments, Dean of the Civil Aviation Institute, and Heads of faculties may impose such types of academic responsibility on students who have violated academic integrity:

- repeating the relevant educational component of the academic programme;
- repeating the qualification paper;
- conducting an additional inspection of other works authored by the infringer.

4.4.4 Heads of departments, Dean of the Civil Aviation Institute, Heads of faculties, Heads of structural subdivisions and Deputy Commandant of the University for academic work, Deputy Commandant of the University for Research may impose the following types of academic responsibility on university employees who have violated academic integrity - conducting an additional check for signs of

academic plagiarism of all works authored by the offender; - withdrawal from consideration (printing) of works authored by the offender and prepared in violation of academic integrity.

4.4.5 The commission on academic integrity may impose the following types of academic responsibility: - for students - exclusion from the ranking of applicants for academic scholarships.

4.4.6 The University ethics and conflict management commission (except for the appointment of the types of academic activities specified in paragraphs 4.3.1-4.3.5, types of academic liability) may:

- to assign the following types of academic responsibility for higher education students:

- notifying customers (potential employers) and parents of the student of the violation;

- deprivation of the right to participate in scholarship competitions;

- restriction of the offender's participation in scientific research, exclusion from certain scientific projects;

- to recommend for consideration by the Academic Council of the University or other bodies and officials (in accordance with the distribution of powers) the appointment of such types of academic responsibility for the violator:

- for students:

- issuing a written reprimand with a note in the offender's personal file;

- expulsion from an educational institution;

- for University staff:

- expulsion from the Academic Council, advisory and working bodies of the University or restriction of the right to participate in the work of such bodies for a certain period of time;

- a written warning;

- refusal to assign a teaching title or qualification category;

- dismissal;

- to recommend for consideration by the Academic Council of the University (with further petition to the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance, other agencies at the national and international levels) the issue of assigning such types of academic responsibility to university employees:

- deprivation of the right to participate in the work of bodies established by law or to hold positions established by law;

- deprivation of the assigned teaching title, qualification category;

- refusal to award a scientific (educational and scientific) degree or academic title;

- deprivation of an academic degree or academic title.

4.5 For each violation of academic integrity, students and university staff may be brought to one or more types of academic responsibility, depending on the decision of the above commissions. The commissions may also consider the

commission of actions that contain signs of a violation of academic integrity, with recommendations for bringing to other types of liability provided for by the current legislation of Ukraine and the Charter of the Armed Forces of Ukraine.

4.6 The application of a specific type of academic responsibility for violations of academic integrity is carried out, taking into account:

- pleading guilty to a violation of academic integrity, and realising that further violations are unacceptable;
- 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 violations, their totality;
- the degree of impact of the violation on the reputation of the university (faculty), department, scientific school, etc;
- the degree of impact of the violation on the quality and subsequent learning outcomes (for higher education applicants) and the implementation of educational and research activities (for academic and research staff).
- other circumstances of the violation

4.7 If a lecturer, supervisor of a qualification paper, dissertation supervisor, Head of a department, Dean of an institute (Head of a faculty), Head of a structural unit of the university, or Deputy Commandant of the University who is not authorized to make decisions on the imposition of certain types of academic sanctions discovers a violation of academic integrity, he or she shall submit to the Commandant of the University a petition to establish an Academic Integrity Commission to review the violation or to have the case considered by the University Ethics and Conflict Management Commission (in accordance with the authority of these commissions to impose types of academic sanctions as specified in paragraphs 4.3.5–4.3.6 of the Regulations). The petition must contain substantiated information on the nature of the violation and a proposal regarding the type of academic sanction to be applied to the violator. It is prohibited to submit a petition without sufficient justification regarding the nature of the violation, containing false (defamatory) information, based on unverified facts (assumptions), or submitted anonymously. A petition may also be submitted by a higher education applicant if they have witnessed a violation of academic integrity or are prepared to provide substantiated information regarding a violation of academic integrity committed by another higher education student or a university employee.

4.8 The procedure for reviewing a violation of academic integrity by the Academic Integrity Commission or the University Ethics and Conflict Management Commission consists of the following stages: - informing a person about a suspected violation of academic integrity; - conducting an internal investigation; - preparing an order based on the results of the internal investigation with conclusions and determining the type of academic responsibility.

4.9 Consideration of the fact of violation of academic integrity is carried out confidentially, with information about the progress of the case only to the members of the commission, the head of the structural unit, and the person suspected

of committing a violation of academic integrity. At the same time, a person suspected of committing a violation of academic integrity has the right to:

- to get acquainted with the materials under consideration by the commission, the order on the results of the internal investigation, and other information related to the consideration of the violation;
- to provide written explanations on the merits of the case on their own initiative or at the request of the commission, or to refuse to provide explanations upon the commission's request;
- be present at the meeting of the commission at the stage of consideration of the issue of bringing him/her to academic responsibility.

4.10 The Academic Integrity Commission or the University Ethics and Conflict Management Commission shall review the violation and make a decision based on substantiated information regarding the nature of the violation, the results of the internal investigation, and taking into account Clause 4.5 of these Regulations.

4.11 In case of disagreement with the decision of the person authorized to impose a specific type of academic sanction under Clauses 4.3.1–4.3.4 of these Regulations, or with the decision of the relevant commission on the imposition of academic responsibility, the person accused of the violation has the right to appeal. The appeal must be submitted personally by the accused to the Commandant of the University within ten days from the date the commission's decision is announced. If the appeal is initiated by a higher education applicant or a university employee, it shall be considered by an Appeal Commission established by order of the Commandant of the University. If the appeal is initiated by an external person (outsider), it shall be considered by the University Ethics and Conflict Management Commission, established by order of the Commandant of the University.

4.12 The appeal shall be considered by the relevant commission within one week from the day following the issuance of the order of the Commandant of the University to consider the appeal, unless another term is specified in the order. The conclusions of the commission are drawn up in the relevant protocol and submitted for consideration to the Commandant of the University (or his/her authorised person), 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).

5. Procedure for checking academic, qualification, doctoral, research, methodological, and scientific works for signs of academic plagiarism

5.1 The following types of works are subject to verification for signs of academic plagiarism: - educational and qualification works (term papers (projects), abstracts, etc.), certification papers (projects), and dissertations of higher education students, which, at the stage of submission for defence, are checked directly by the supervisor (head) of the educational/qualification/dissertation work or by designated persons within the relevant department, appointed in accordance with the established procedure; - scientific and methodological works (textbooks, study guides, lecture

notes, methodological instructions), monographs, as well as electronic resources (collections of materials, distance learning courses, massive open online courses, etc.), which are reviewed during the evaluation stage by responsible persons within each department, appointed in accordance with the established procedure.; - scientific papers (manuscripts of articles, abstracts of reports) submitted to the editorial boards of scientific journals or the organising committees of scientific, scientific-technical, and scientific-methodological events (conferences, seminars — hereinafter “conferences”), dissertations, which, at the submission stage to the journal editorial board, conference organising committee, or specialised academic council (depending on the type of work), are checked by the executive secretary of the scientific journal, the executive secretary of the conference, the secretary of the specialised academic council, or other persons appointed by order of the editor-in-chief of the scientific journal, the chair of the conference organising committee, the chair of the specialised academic council, the head of the faculty (research centre/research institute), or the head of the department, according to the type of work; - final reports on the results of research-development projects, which, prior to submission for approval, are verified by the research-development supervisor or other persons appointed by order of the Deputy Commandant of the University for Research. Verification of all types of work for signs of academic plagiarism must precede all other review and evaluation procedures.

5.2 All types of works (except for those containing restricted information) are reviewed using software and hardware tools (hereinafter - "software") that allow generating a report on the results of the review (hereinafter - "report") with the establishment of the presence or absence of textual and/or illustrative borrowings.

5.3 Software may be available in open access or provided to the University by developer companies on a paid or free basis.

5.4 The algorithm for checking the work for signs of academic plagiarism is determined by a separate order of the Commandant of the University.

5.5 If, based on the results of the relevant analysis of the report on the verification of the work for signs of academic plagiarism, the correctness of references to the original source for textual and/or illustrative borrowings is established, the work (depending on its type) is allowed for defence, review or consideration, is recommended for publication, and is considered to have passed the internal review.

5.6 Determined by the person responsible for the verification. If necessary, experts may be involved to conduct an in-depth analysis of the works:

for academic and qualification papers of higher education students, scientific and methodological works, monographs, and electronic works:

– from among highly qualified specialists working at the department. If necessary, representatives of the departments of the faculty and representatives of the departments of other faculties are involved in the commission;

for scientific papers:

– from among the members of the editorial board by order of the editor-in chief of the scientific journal, from among the members of the organising committee by

order of the chairman of the organising committee of the conference, from among the members of the specialised academic council by order of the chairman of the specialised academic council, from among highly qualified specialists working at the department (research unit) by order of the head of the faculty (research centre (research institute) or head of the department (research unit) (depending on the type of work);

- performing research-development projects funded by the state budget and economic contractual works:

- from among the university's leading scientists in the relevant field of knowledge or scientific direction.

5.7 If, as a result of a detailed inspection of the work, it is found that there are minor technical errors identified in the review part a paper that does not describe the author's direct research, textual and illustrative borrowings, and a paraphrase without proper reference to the original source, such a paper is returned to the author for revision with the possibility of resubmission for re-examination. The reasons for the return of the paper are indicated in the review protocol. After all the comments have been corrected, the person responsible for the review (with the involvement of an expert, if necessary) conducts a second detailed analysis of the work and, in case of a positive decision (depending on the type of work), it is allowed for defence, review or consideration, and is recommended for publication.

5.8 If, as a result of a detailed review of the work, the person responsible for the review (with the involvement of an expert, if necessary) establishes the presence of intentional textual and illustrative distortions, attempts to conceal borrowings, the presence in the work of ideas and scientific results obtained by other authors, or other manifestations of academic plagiarism, it is not allowed for defence, review or consideration, is not recommended for publication, and is considered to have failed internal review. In this case, the author(s) of the work are held academically liable. The reasons for not allowing the work to be defended for peer review or consideration (lack of recommendation for publication), as well as the type of academic responsibility, are indicated in the inspection report. Depending on the proposed type of academic responsibility, the decision is made by an authorised person or commission in accordance with paragraph 4.3 of the Regulations. If the above facts are revealed during the inspection of the final reports on the results of the research projects, they are recommended for mandatory revision by the author's team (without allocation of additional funding).

5.9 In the event of an appeal based on statements by third parties or disagreement of the author(s) of the work with the results of the review, the procedure for filing and considering an appeal is determined by clauses 4.10 and 4.11 of the Regulations.

6. Measures to prevent violations of academic integrity in educational and research activities.

- Prevention of violations of the principles of academic integrity and ethics of

academic relationships within the University's academic environment is carried out by the Academic Department and the Research and Organization Department of the University through a set of preventive measures, the main of which include:

- informing higher education students and University staff about the need to comply with the rules of the University Corporate Culture Code, the Code(s) of Academic Integrity, the implementation of this Regulation, and other national and internal university regulations, and the rules of academic ethics;
- signing of the Declaration on Adherence to the Principles of Academic Integrity by higher education applicants and university staff;
- organising events to promote the basics of information culture;
- teaching the basics of academic integrity and ethics of academic relationships in a separate block of the discipline "Jurisprudence";
- forming tasks for educational and qualification papers using pedagogical innovations that promote the development of the creative approach of higher education students to their implementation;
- dissemination of methodological materials with a unified definition of the requirements for the proper citation of references used in written works;
- annual events on the implementation of academic integrity in the university's educational and research activities for higher education applicants and University staff;
- conducting seminars with representatives of companies that develop programmes for checking papers for signs of academic plagiarism for higher education students, researchers, research and academic staff (separately for each group);
- creating information and methodological materials on information literacy and plagiarism prevention;
- developing information materials on corporate culture in the workplace and the benefits of fair training in cooperation with employers;
- creation and placement of materials at the university to promote the principles of academic integrity among persons obtaining higher education or a scientific degree (banners, infographics, videos, handouts, etc.);
- posting in the learning environment of the university's MOODLE of qualification papers of students (mandatory after their defence), scientific and methodological works of research and academic staff to ensure transparency, honesty, responsibility, and other principles of academic integrity.

7. Final provisions

7.1 The Regulation shall come into force on the day following its approval by the order of the Commandant of the University.

7.2 Amendments and additions to the Regulations may be made by order of the Commandant of the University or by order of the Commandant of the University by decision of the University Academic Council. The Regulations are cancelled in the same manner.

7.3 University officials are responsible for updating the Regulations and monitoring the implementation of its requirements in accordance with their functional responsibilities.