



REGULATIONS

on the Commission on Ethics and 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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on the Commission on Ethics and Academic Integrity
at Ivan Kozhedub Kharkiv National Air Force University

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

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I. General Provisions

1.1. The Regulation on the Commission on Ethics and Academic Integrity of the Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the Regulation) defines the procedure for the activities of the Commission on Ethics and Academic Integrity (hereinafter – the Commission), the procedure for handling cases of violations of the Code and norms of academic integrity by members of the university community, as well as methods of disciplinary action.

1.2. In its activities, the Commission is guided by the Constitution of Ukraine, legislation in the field of education and higher education, normative legal acts of the Ministry of Education and Science of Ukraine, the University Statute, other regulatory acts, and this Regulation.

1.3. The Commission's activities are based on the principles of legality, honesty and integrity, fairness, mutual trust, competence and professionalism, responsibility, partnership and mutual respect, and transparency.

II. Purpose and Tasks of the Commission

2.1. The Commission on Ethics and Academic Integrity is a collegial expert-advisory body aimed at promoting adherence to ethical principles and standards, fundamental principles of academic integrity, and resolving ethical conflicts among members of the university community.

2.2. The tasks of the Commission are to:

- promote trust, partnership relations among participants in scientific and educational activities, and consolidate the university community;
- establish dialogue and reach consensus through objective and principled discussion of complex ethical situations;
- provide consultations in situations causing uncertainty regarding ethicality, as well as on actions that may lead to violations of the University Academic Integrity Code, and represent the University in external relations on matters of academic culture;
- provide expert evaluations regarding the ethicality of actions and behavior of members of the university community, recommend sanctions for violations of the University Academic Integrity Code, and develop recommendations for improving behavioral culture and promoting ethical values, principles, and standards within the university community.

III. Composition, Structure, and Powers of the Commission

3.1. Members of the Commission serve on a voluntary basis. The composition of the Commission is approved by an order of the University Head.

3.2. The Commission includes the Deputy Commandant of the University for Academics, the Deputy Commandant of the University for Research, the Assistant to the Commandant of the University for Legal Affairs – Head of the Legal Service, the

Chair of Student Self-Government, one representative from each faculty, one representative of postgraduates and doctoral students, and one representative from the Academic and Scientific-Organizational Departments.

3.3. Internal or external experts may be involved in the work of the Commission on issues under consideration, without the right to vote.

3.4. The Commission elects from among its members a Chair, a Deputy Chair, and a Secretary. The Chair presides over meetings, signs protocols and decisions, and performs related duties. In the absence of the Chair, the Deputy Chair assumes these responsibilities. The Secretary handles the preparation of meeting materials, keeping protocols, and other procedural matters.

3.5. Powers of the Commission include:

- receiving, reviewing, and analyzing applications regarding violations of this Regulation and preparing relevant conclusions;
- obtaining from all participants in the educational process and University structural units the information and documents necessary to exercise its powers;
- involving experts in specific fields and using technical and software tools to reliably establish facts of academic integrity violations based on submitted applications;
- conducting informational activities to promote professional ethics and academic integrity among academic staff and students;
- initiating, conducting, and supporting research on academic integrity, educational quality, and scientific activities;
- preparing proposals to enhance the effectiveness of implementing ethical principles and academic integrity in the University's educational and scientific activities;
- reviewing appeals concerning the results of academic plagiarism checks;
- providing recommendations and consultations on more effective ways to comply with this Regulation;
- performing other powers in accordance with the current legislation of Ukraine and the University's regulatory acts.

3.6. The Commission reports on its activities to the University Academic Council at least once a year.

IV. Organization of the Commission's Activities

4.1. The organizational form of the Commission's work is a meeting. Meetings are convened as needed to address urgent and operational issues.

4.2. Any participant in the educational process who becomes aware of violations of the University community's academic integrity norms must submit a written statement addressed to the Chair of the Commission or the Secretary. The statement must include the applicant's personal data (full name, contact details: address, phone number, place of work, position, course, group, personal signature). Anonymous

statements or statements submitted in an incorrect form are not considered by the Commission.

4.3. Upon receipt of a statement regarding a possible violation of academic integrity norms or an appeal, the Secretary of the Commission informs the person concerned of the date, time, and place of the Commission meeting.

4.4. The complainant and the person against whom the matter of academic integrity violation is being considered are invited to attend the Commission meeting.

4.5. Each person against whom the matter of academic integrity violation is being considered has the following rights:

- to review all materials related to the investigation of the alleged violation and submit comments;
- to provide oral and written explanations, other documents, or to refuse to provide any explanations;
- to participate in the examination of evidence regarding the violation of academic integrity norms.

4.6. A Commission meeting is considered quorate if at least two-thirds of its members are present.

4.7. Decisions of the Commission are made by open voting. A decision is considered adopted if more than half of the members present vote in favor. If the votes are evenly split, a repeat vote is conducted at the same meeting. If the votes remain tied, the final decision is made by the Chair of the Commission.

4.8. Decisions of the Commission are recorded in minutes, which are signed by the Chair and the Secretary of the Commission.

4.9. Based on the review of the case and the clarification of all essential circumstances, the Commission prepares a written conclusion regarding the presence or absence of an academic integrity violation within two working days.

4.10. The Commission's conclusion should consist of the following sections:

- the introductory part specifies the date and place of drafting the conclusion, the participants in the procedure for considering the issue of academic integrity violations, and the content of the statement;
- the descriptive part contains information on the essence of the issue reviewed by the Commission;
- the reasoning part specifies the circumstances and evidence considered by the Commission;
- the resolute part contains recommendations for the Head of the University to make a final decision.

4.11. If any member of the Commission disagrees with the conclusion, they have the right to present a separate opinion, which becomes an integral part of the conclusion.

4.12. The person against whom the matter of academic integrity violation was considered is acquainted with the Commission's conclusion and confirms this by signing it.

V. Final Provisions

5.1. This Regulation is approved by the decision of the Academic Council and comes into force by the order of the Commandant of the University.

5.2. Amendments and additions to the Regulation are reviewed by the University Scientific and Methodological Council, approved by the Academic Council of the University, and come into force by the order of the Head of the University.

5.3. Responsibility for compliance with the requirements of this Regulation rests with the members of the Commission.