

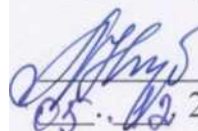
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**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**ХЕРСОНСЬКА ДЕРЖАВНА МОРСЬКА АКАДЕМІЯ**


**ПОГОДЖЕНО**

Перший проректор

 Л.Б. Куликова  
05.12.2019 р.

**ЗАТВЕРДЖУЮ**

Ректор ХДМА

 В.В. Чернявський  
08.12.2019 р.

**ВРАХОВАНИЙ  
ЕКЗЕМПЛЯР**

**THE CODE OF CORPORATE CULTURE AND ACADEMIC**

**INTEGRITY**

**KHERSON STATE MARITIME ACADEMY**

**QMS 04-108-2019**

Adopted

by Academic Council of KSMA

Protocol No \_ of \_\_\_\_\_, 2019

Academic Secretary

Mariana Babyshena

Enacted by order No \_\_\_\_\_

of \_\_\_\_\_, 2019

**Kherson - 2019**

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## **PREFACE**

1. APPROVED by the rector of the Kherson State Maritime Academy.
2. The Code comes into effect once it is approved by the majority of members of the Academic Council and implemented by order of the rector.
3. Periodic CHECK of the Code is carried out at intervals no longer than 12 months.
4. CHANGES to the Code are made based on practical application at the Kherson State Maritime Academy or changes to the regulatory documents on which the Code was developed. Additionally, changes may be made based on proposals from the Academic Councils of the faculties, the trade union of the Academy of Medical Sciences, the Academic Integrity Commission, the Academic Ethics Commission and conflict management, councils of student self-government, and councils of the scientific society of cadets.
5. The code is available on the official website of KSMA.
6. Changes and additions to the Code regarding the responsibility of higher education seekers require approval by the student self-government body.
7. Seekers for higher education must be familiarized with the Code within a month from the date of enrollment in the academy, and scientific and pedagogical workers – upon hiring simultaneously with familiarization with the Internal Labor Regulations of KSMA.
8. All employees and trainees must be familiar with and follow the principles and norms outlined in the Code. Ignorance of these norms cannot be used as an excuse for violating them.
9. Failure to comply with the provisions of the Code is subject to review by the Academic Integrity Commission or the Academic Ethics and Conflict Management Commission.

## **1. PRESCRIPTION**

**1.1.**The Code of Corporate Culture and Academic Integrity (hereinafter – the Code) of the Kherson State Maritime Academy (hereinafter – the Academy) establishes moral principles and general ethical norms for the academic community (participants in the academic process and staff) during the performance of their duties, which arise from the requirements of the current legislation of Ukraine, the Charter of the Kherson State Maritime Academy, the Anti-corruption Program of the KSMA, the Rules of Internal Labor Regulations of the KSMA and other normative acts on the basis of which the Code was developed.

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**1.2.** The Code is an internal normative document of the Kherson State Maritime Academy. However, it can be provided for inspection, review, or familiarization (including the removal of relevant copies) by other enterprises, institutions, organizations, state bodies, local self-government bodies, and quality certification auditors, only in accordance with the procedure established by law.

**1.3.** Higher education seekers at all levels and HDMA employees are required to comply with the Code of Academic Integrity. Compliance is recorded by signing the Declaration on compliance with the principles of academic integrity by the indicated categories (see Appendix 1 and Appendix 2).

## **2. APPLICATION**

**2.1.** This Code applies to all individuals involved in the academic process.

## **3. REFERENCES**

- Law of Ukraine "On Higher Education" dated July 01, 2014 No 1556-VII (as amended);
- Law of Ukraine "On scientific and scientific-technological activities" dated November 26, 2015 No. 848-UIII (as amended);
- Law of Ukraine "On copyright and related rights" dated December 23, 1993 No. 3792-XI (as amended)
- Law of Ukraine "On Prevention of Corruption" dated October 14, 2014 No. 1700-VII (as amended);
- Civil Code of Ukraine dated January 16, 2003 No. 435-IU (as amended);
- Ethical Code of the Ukrainian Scientist dated April 15, 2009 No. 2;
- Recommendations for higher education institutions on developing and implementing a university system to ensure academic integrity, as approved by the National Agency for Quality Assurance of Higher Education on October 29, 2019, Protocol No. 11;
- Charter of the Kherson State Maritime Academy;
- Regulations on academic integrity and ethics of academic relationships at KSMA;
- Anti-corruption program of KSMA;
- Regulations on the Academic Integrity Commission and the Academic Ethics and Conflict Management Commission;
- Internal labor regulations of KSMA.

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#### 4. TERMS, DEFINITIONS AND ABBREVIATIONS

Terms used in the text of this Code:

**4.1** *academic integrity* refers to ethical principles and rules defined by law that must be followed by participants of the academic process during learning, teaching and carrying out scientific (creative) work in order to ensure trust in the results of studies and/or scientific (creative) achievements;

**4.2** *a potential conflict of interest* refers to a situation where a person's private interests in the field in which he holds official or representative powers may affect the objectivity or impartiality of his decision-making, or the performance / non-performance of his duties.

**4.3.** *unlawful benefit* refers to any money, property, advantages, services, intangible assets, any other benefits of an intangible or non-monetary nature, that are promised, offered, provided, or received without legal grounds;

**4.4.** *a gift* is defined as money or other property, advantages, benefits, services, or intangible assets that are given or received free of charge or at a price lower than the minimum market price.

**4.5.** *private interest* is any property or non-property interest of an individual, including those arising from personal, family, friendly or other non-official relationships with individuals or legal entities. This includes interests that arise in connection with membership or activities in public, political, religious or other organizations.

**4.6.** *officials* are individuals who hold positions related to the performance of organizational-administrative or administrative-economic functions, either permanently or temporarily. They may perform such functions under a special authority granted to them by an official of an institution, organization, court or law.

**4.7.** *bribery* refers to the act of providing (receiving) or offering to provide (receive) funds, property or services by a participant of the academic process, with the aim of obtaining any illegal benefit in the educational process.

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**4.8.** *business etiquette* is the expected order of interaction and behavior among the staffs and participants of the academic process of the KSMA in the process of joint activities, including business correspondence, hiring, addressing management, etc.

**4.9.** *seekers for higher education* are students, cadets, listeners, interns, post-graduate students, doctoral students, and other learners in any type or form of education at KSMA.

**4.10.** *corporate culture* is a system of principles, values, beliefs, norms of behavior and relationships, the bearer of which is the academic community.

**4.11.** *corporate spirit* refers to the desire of the academic community to achieve a common goal through cohesive mechanisms, mutual awareness of goals, and harmonized relationships within the academy.

**4.12.** *scientific ethics* refers to the norms of behavior, rules, and morals established and recognized by the academic community for scientists involved in scientific, technical, and scientific-pedagogical activities.

**4.13.** *an employee* is an individual who is in an employment relationship with the academy and directly performs work under an employment contract.

**4.14.** *the academic community* comprises staff employees and participants of the academic process at KSMA.

**4.15.** *participants of the academic process* include scientists, academic staff, students, and practitioners who are involved in educational and scientific programs.

### **Abbreviation:**

**KSMA** – Kherson State Maritime Academy

## **5. PURPOSE AND OBJECTIVES**

5.1 The purpose of the Code of Corporate Culture and Academic Integrity is to establish a democratic system of relations at KSMA among members of the academic community (participants in the academic process and staff), develop corporate culture, ensure academic freedom, foster a favorable moral and psychological climate within the team, and enhance the academy's reputation.

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## **5.2 Code Objectives:**

- to create a positive academic environment that ensures a high-quality educational process, to achieve significant scientific results with objective novelty, and to establish mutual trust and respect among all team members, administration, and students;

- to ensure the comprehensive development of the intellectual, professional, and personal potential of all members of the academic community; to increase the image, prestige, and reputation of the Kherson State Maritime Academy as an educational and scientific center in the southern region of Ukraine ensuring its publicity, transparency and openness;

- to foster a corporate spirit, create an atmosphere of trust, mutual respect, and decency;

- to establish principles and norms of academic integrity as an integral part of corporate culture and professional ethics.

## **6. PRINCIPLES OF CORPORATE ETHICS AND ACADEMIC INTEGRITY**

**6.1** Adherence to the following principles implements corporate culture and academic integrity:

**6.1.1.** Honesty: truthfulness, integrity, loyalty to obligations, subjective conviction in the rightness of the matter being done, sincerity to others and to oneself regarding the motives that guide a person, recognition and respect for the rights of other people to what legally belongs to them.

**6.1.2.** Courtesy: the ability to treat people in a friendly manner..

**6.1.3.** Tolerance: the ability to accept, without aggression, thoughts that differ from one's own, as well as the characteristics of the behavior and lifestyle of others.

**6.1.4.** Integrity: the requirement for individuals to perform their duties conscientiously and honestly while also exercising their subjective rights.

**6.1.5.** Responsibility: an individual's conscious towards social requirements, norms, values, and tasks.

**6.1.6.** Respect: treating colleagues, teachers, cadets, students, postgraduates and doctoral students with respect, as well as honoring the history and traditions of KSMA and the people who have made a significant contribution to its development.

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**6.1.7.** Justice: the fair distribution of values, benefits and their specific distribution between individuals, as well as the proper order of human coexistence, that aligns with the fundamental principles of human rights. It encompasses the idea of inalienable rights that every person possesses.

**6.1.8.** Objectivity: the ability to consider debatable issues with detachment, regardless of personal preferences and interests.

**6.1.9.** Mutual respect: mutual respectful attitude of teachers, employees, cadets and students, postgraduates, doctoral students, respect for the views of another person, as well as his beliefs and individuality.

**6.1.10.** Partnership: interaction between teachers, cadets, students, postgraduates and doctoral students to achieve a common goal.

**6.1.11.** Professionalism: deep knowledge of one's specialty, responsible and conscientious attitude to duties, high-quality and timely performance of assigned tasks, improvement of professional level.

**6.1.12.** Constant development and training: continuous movement forward, creation of conditions for the development.

**6.1.13.** Efficiency: achieving maximum results with optimal use of human, intellectual, material and financial resources.

**6.1.14.** Innovation: development and implementation of scientific research and technologies both in education, science, and various socio-economic and socio-cultural spheres of Ukraine.



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## 7. NORMS OF PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY

**7.1.** This is worthy for *scientific and educational professionals*:

**7.1.1** conscientiously, competently, timely, efficiently and responsibly perform official powers and professional duties, decisions and instructions of the management, prevent abuse and inefficient use of state and communal property;

**7.1.2** constantly improve professional qualifications, using innovative educational methods and technologies in their activities;

**7.1.3** conscientiously treat the process of obtaining education, forms of control, objectively and impartially assess the knowledge and skills of students;

**7.1.4** adhere to generally recognized ethical standards of behavior, be polite in relations with cadets and students, graduate students and doctoral students, managers, colleagues and subordinates;

**7.1.5** treat colleagues and students with tolerance and respect, regardless of their ethnic, religious, cultural or social affiliation;

**7.1.6** promote the creative activity of students, encourage and support any activity related to the system of student self-government, improving the cultural life and image of the academy; take into account the proposals of students regarding the forms and methods of training;

**7.1.7** not to disclose or otherwise use confidential and other information with restricted access, or information of a personal nature that has become known in connection with the exercise of official and professional powers;

**7.1.8** be moral responsibility for the consequences of their research, which may affect the natural environment and human development;

**7.1.9** promote the practical implementation of the results of their work to improve the life of society, preserve the cultural and historical heritage, rational use of natural resources, etc.;

**7.1.10** resist pseudoscience, oppose manifestations of academic dishonesty;

**7.1.11** protect the freedom of scientific research, counteract the interference of authorities and officials in scientific research, biased influence on the nature of the data and results obtained in research;

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**7.1.12** rely on international and national legal norms for the protection of intellectual property and copyright;

**7.1.13** carefully treat library, documentary and other material funds and resources of the Academy;

**7.1.14** independently assess the legality of decisions or instructions provided by management and the possible damage caused in the process of implementing such decisions or instructions; refrain from implementing decisions or instructions of management if they contradict the laws, despite private interests;

**7.1.15** immediately notify the management in case of receipt for execution of decisions or instructions that a member of the academic community considers illegal or threatening the rights protected by law, freedoms or interests of individual citizens, legal entities, state or public interests;

**7.1.16** avoid private interest and conflict of interest.

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It is unacceptable for *scientific and pedagogical workers*:

**7.1.17** to allow violation of the educational and scientific process, its insufficient scientific and methodological support;

**7.1.18** not to comply with the requirements of the contract and the implementation of an individual work plan;

**7.1.19** to be late for work or miss it without good reason;

**7.1.20** to allow incorrect, dismissive attitude towards students, colleagues and employees;

**7.1.21** to engage in academic fraud, plagiarism and other forms of academic dishonesty;

**7.1.22** to abuse authority, influence or position;

**7.1.23** to provoke bribery;

**7.1.24** to commit professional fraud and negligence;

**7.1.25** to accept offers, promises or receive improper benefits or gifts by an official;

**7.1.26** to take and offer bribes and/or commit any other corrupt acts;

**7.1.27** to intentionally violate current legislation of Ukraine and the regulatory and administrative documents of the Kherson State Maritime Academy (Charter, anti-corruption program, Rules of internal labor regulations of KSMA, codes, regulations, orders and instructions).

**7.1.28** to exhibit in any form unwanted verbal, non-verbal or physical behavior of a sexual nature, the purpose or consequence of which is a violation of the dignity of the person, in particular by creating a threatening, hostile, humiliating or offensive environment, etc.

**7.1.29** to show disrespectful and incorrect attitude towards students, representatives of the teaching staff or administration.

**7.2.** It is decent for *higher education seekers and other students*:

**7.2.1** to respect the honor and dignity of others;

**7.2.2** to perform their duties responsibly, timely conscientiously according to the curriculum and plans;

**7.2.3** to attend all training sessions, except in cases caused by valid reasons;

**7.2.4** to effectively use training session time to achieve educational goals;

**7.2.5** to engage in independent work actively, use teaching aids and teachers' recommendations, process new literature and take advantage of all opportunities to obtain the necessary knowledge;

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**7.2.6** to use only proven and reliable sources of information in educational or research activities and correctly refer to them;

**7.2.7** submit for assessment only self-made work that is not borrowed or modified from another work done by third parties;

**7.2.8** in case of difficulties in performing educational or research tasks, seek help from others without violating the principles of academic integrity;

**7.2.9** to inform teachers and students about violations of norms and rules of academic integrity.

It is unacceptable for *higher education seekers and other students*:

**7.2.10** to show disrespectful and incorrect attitude towards students, teaching staff or administration;

**7.2.11** to be late for lessons and skip them without good reason;

**7.2.12** during control, to use information sources (oral (tips), written (works of others), printed (books, manuals), electronic (phones, tablets), prohibited by teachers.

**7.2.13** ask, provide and receive benefits from third parties (including as dummies) when passing current, module, semester and final control; to use family or professional connections to obtain a positive or higher rating;

**7.2.14** to provide written work prepared with the participation of other persons for evaluation;

**7.2.15** to include in the list of authors of publications persons who did not participate in obtaining scientific results;

**7.2.16** to falsify or fabricate information, scientific results with their subsequent use in the work (coursework, diploma, dissertation);

**7.2.17** to take or offer a bribe for having any advantages in academic or research activities;

**7.2.18** to participate in any activity that violates academic integrity rules and norms.

**7.3.** The cases of Code violations by academic staff and students are considered by the Commission on Academic Integrity or the Academic Commission on Ethics and Conflict Management, the powers of which are established by the "Regulations on the Commission on Academic Integrity and the Academic Commission on Ethics and Conflict Management".

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## **8. CORPORATE CONFLICTS**

8.1 Prevention of private conflicts in internal corporate relations is an important condition for ensuring the successful activities of KSMA.

8.2 The Academy gives preference to conflict resolution through bilateral and multilateral constructive negotiations.

8.3 The prevention of potentially conflict situations is encouraged.

8.4 All parties with the capabilities for prompt and effective resolution of a conflict situation are informed about the emergence of a conflict situation.

8.5 When resolving a conflict, the principles of justice and procedural honesty are observed.

8.6 Decision-making on business issues should not be burdened with any personal, family and other considerations that negatively affect the electoral judgment of the employee or official about which actions are most in the interests of the Academy.

8.7 In the event of a conflict situation between the units of KSMA, the priority direction in resolving the conflict is the interests of the Academy as an institution of higher education as a whole.

8.8 None of the units can use the exclusive right to resolve the conflict situation in its favor.

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## 9. VIOLATIONS OF THE CODE PROVISIONS

9.1. Violation of the Code provisions is considered as an action incompatible with the status of a teacher, employee, cadet, student, postgraduate and doctoral student of the Academy;

9.2. In addition, for Code violation higher education seekers at all levels as well as the Academy staff may be held to the academic responsibility provided for in the "Regulations on Academic Integrity and Ethics of KSMA" can be applied:

- public condemnation by the Academy staff;
- disciplinary measures.

Compiled by:

Head of Postgraduate and Doctoral Studies

(of 29 November, 2019)

Commissioner for Anti-Corruption Work

(of 29 November, 2019)

N. M. Tymchenko

O.I. Kyrylenko

Approved by:

Head of Legal Department

(of 29 November, 2019)

Head of Monitoring and Quality Management System Department

(of 29 November, 2019)

O.O. Sliepchenko

O.P. Ustymenko

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## Appendix 1

### DECLARATION

on compliance with academic integrity by the higher education seeker  
at the Kherson State Maritime Academy

I, \_\_\_\_\_

(name)

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(status - cadet, student, postgraduate, doctoral student; for a cadet or student - faculty and group,  
for a postgraduate or doctoral student - department)

**DECLARE**, that in my academic activity I will comply with the basic principles and fundamental values specified in the "Code of Corporate Culture and Academic Integrity of KSMA".

**COMMIT to:**

- comply with current legislation in the field of education, science and intellectual property;
- show respect for the corporate culture and for pedagogical and scientific workers;
- ensure that all borrowed ideas, developments, statements, and information are properly cited with correct source links.
- perform training tasks independently and conduct current and final control of training results.
- provide accurate information about the results of educational, scientific, or creative activities, including the research methods and sources of information used.
- prevent academic dishonesty among higher education seekers and the Academy staff;
- immediately report cases of violation of academic integrity to the relevant officials of KSMA.

**FAMILIAR with** the Academy's policy on respect for my copyrights, the inadmissibility of academic plagiarism in my educational and qualification works. I give my consent to:

- direct check of my works for signs of academic plagiarism using specialized software;
- processing, saving and placing in the public domain in KSMA repository of my works;
- using my works to check for signs of academic plagiarism in other works solely to identify possible signs of academic plagiarism.

**AWARE that** I am responsible for maintaining academic integrity and that disciplinary measures may be taken against me for violating for violation academic ethics and relationships in accordance with the Code, regulatory framework of the academy, and current legislation of Ukraine.

(sign)

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## Appendix 2

### DECLARATION on compliance with academic integrity by the staff employee at the Kherson State Maritime Academy

I, \_\_\_\_\_  
(name)  
(position and name of the structural subdivision)

**DECLARE**, that in my academic activity I will comply with the basic principles and fundamental values specified in the "Code of Corporate Culture and Academic Integrity of KSMA".

**COMMIT to:**

- comply with current legislation in the field of education, science and intellectual property;
- provide reliable information about research methods and results, sources of used information and own pedagogical (scientific-pedagogical, creative) activity;
- ensure that correct links to sources of information are used when borrowing ideas, developments, statements, or information;
- monitor compliance with the principles of academic integrity by higher education seekers;
- prevent academic misconduct by higher education seekers as well as the Academy staff;
- report any violations of academic integrity to the relevant officials of KSMA immediately;
- evaluate the learning outcomes of higher education applicants in an objective and impartial manner.
- oppose conformism, protect freedom of scientific thought, and condemn censorship of scientific creativity.

**AWARE that** I am responsible for maintaining academic integrity and that disciplinary measures may be taken against me for violating for violation academic ethics and relationships in accordance with the Code, regulatory framework of the academy, and current legislation of Ukraine.

(date)

(sign)







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## **RECORD of CHANGES**

| <b>No</b> | <b>Date</b> | <b>Pages with Changes</b> | <b>List of changes</b> |
|-----------|-------------|---------------------------|------------------------|
|           |             |                           |                        |

