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**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHERSON STATE MARITIME ACADEMY**

AGREED

The first vice-rector of KSMA

_____ L.B. Kulikova

06.03.2020

AGREED

Rector of KSMA

_____ V.V. Cherniavskyi

06.03.2020

CONTROL COPY

**REGULATION
ON ACADEMIC INTEGRITY AND ETHICS OF
ACADEMIC RELATIONS
AT KHERSON STATE MARITIME ACADEMY**

**QMS 04-160-2020
(Version No. 2)**

Approved by the academic council
from "05" 03 2020

Protocol № _____

Acting Academic Secretary

_____ M. I. Babishena

Entered into force by order from
"06" 03. 2020

Kherson - 2020

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PREFACE

1. The Regulation on academic integrity and ethics of academic relations at the Kherson State Maritime Academy is approved by the decision of the Academic Council and put into effect by the order of the Rector of Kherson State Maritime Academy.

2. The Regulation is periodically reviewed at intervals not exceeding 12 months.

3. Changes are developed based on the results of practical application at Kherson State Maritime Academy or when changing the requirements of regulatory documents on the basis of which the Regulation was developed.

4. Changes and additions to the Regulation are approved by the decision of the Academic Council of Kherson State Maritime Academy and approved by the rector. In the same order, the Regulation is cancelled.

1. NORMATIVE REFERENCES

This Regulation was developed taking into account the requirements of the following normative documents:

- Constitution of Ukraine.
- Law of Ukraine "On Education" dated September 5, 2017 No. 2145-UIP (Article 42. Academic integrity).
- Law of Ukraine "On Higher Education" (Article 16. System of quality assurance of higher education).
- Recommendations of the Ministry of Education and Science "On Prevention of Corruption" No. 1/9-650 dated October 23, 2018 for higher education institutions.
- Recommendations of the National Agency for Quality Assurance of Higher Education for institutions of higher education regarding the development and implementation of a university system for ensuring academic integrity dated October 29, 2019,

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Protocol No. 11.

- SSTU (State standards of Ukraine) 180 9001:2015 "Quality management systems. Requirements";
- QMS 04-96-2019 "Instructions for the development of Regulations which regulate the activities of Kherson State Maritime Academy";
- DP (documented procedure) 02-01-2018 "Documentation Management".

2. GENERAL PROVISIONS

2.1. The Regulation on academic integrity and ethics of academic relations at Kherson State Maritime Academy (hereinafter - the Regulation) enshrines moral principles, norms and rules of ethical behavior, professional communication of academic and teaching staff of Kherson State Maritime Academy (hereinafter - KSMA) and applicants of higher education.

2.2. When developing this Regulation, the norms of the Charter of KSMA, other normative legal acts of the current legislation of Ukraine and organizational and administrative documents of the Academy were taken into account. Also, when developing this Regulation, the norms of the Regulation on the Organization of the Educational Process at Taras Shevchenko National University of Kyiv, the Framework Code of Academic Integrity of the National University "Odesa Maritime Academy", the Regulation on Academic Integrity at the National University of Bioresources and Nature Management of Ukraine, the Regulation on Academic Integrity at " Uzhhorod National University", the Regulation on Academic Integrity of Scientific and Pedagogical Workers and Graduates of Higher Education of Vinnytsia State Pedagogical University named after Mykhailo Kotsiubinsky, the Regulation on Academic Integrity at Mariupol State University, the Regulation on Academic Integrity of Students and Scientific and Pedagogical Workers of Chernihiv

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National University of Technology, the Regulation on academic integrity and ethics of academic relationships at Sumy State University.

2.3. The norms of this Regulation establish the rules of behavior in three main spheres - educational (training), scientific and upbringing. The regulation is an integral part of the system of ensuring the quality of higher education of KSMA and is applied to the extent that it does not contradict the current legislation, the national and internal academic regulatory framework.

3. BASIC DEFINITIONS AND TERMS

3.1. *Author* is an individual whose creative activity produced the piece of work.

3.2. *Academic integrity* is a set of ethical principles and rules defined by law that must be followed by participants in the educational process during learning, teaching and carrying out scientific (creative) activities in order to ensure trust in the results of studies and/or scientific (creative) achievements.

3.3. *Academic plagiarism* is publicizing (partially or completely) scientific (creative) results obtained by other persons as the results of one's own research (creativity) and/or reproduction of published texts (publication of works of art) of other authors without indicating authorship.

3.4. *Education applicants* are students, cadets, trainees, interns, graduate students, doctoral students, other persons who are receiving education by any type and form of education at KSMA.

3.5. *Corruption* is the use of family or official ties to obtain a positive or higher rating when compiling any type of final control or benefits at work.

3.6. *Non-objective assessment* is a deliberate overestimation or underestimation of the learning outcomes of education seekers.

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3.7. *Unauthorized cooperation* is the provision of intentional or conscious assistance (or their attempt), acquisition from other persons or organizations with subsequent submission as one's own results of educational and scientific activity (reports, abstracts, control, calculations, coursework, diploma and master's theses, essays, articles, monographs, textbooks, etc.).

3.8. *Deception* is the provision of knowingly false information about one's own educational (scientific, creative) activity or organization of the educational process; forms of cheating are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification, and plagiarism.

3.9. *Educational activity* is the activity of KSMA, which is carried out with the aim of ensuring the attainment of higher and postgraduate education and meeting other educational needs of higher education seekers and other persons.

3.10. *The educational process* is a system of scientific-methodical and pedagogical measures aimed at the development of personality through the formation and application of its competencies.

3.11. *Plagiarism* is the appropriation of authorship of a borrowed work of science, literature, art, or someone else's discovery, invention, or innovative proposal, as well as the use of borrowings in one's works without reference to the author. The use of borrowed texts in written works is allowed, provided that all sources of borrowing are indicated.

3.12. *Self-plagiarism* is publishing (partially or completely) one's own previously published scientific results as new scientific results.

3.13. *Cheating* is the performance of written works with the involvement of external sources of information other than those permitted for use, in particular during the evaluation of learning outcomes.

3.14. *Subjects of academic integrity*: scientific, scientific teaching staff of the academy; higher education applicants (cadets, students, post-graduate students, doctoral students), other persons studying at KSMA;

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practitioners who are involved in the educational process and research activities.

3.15. *Work (paper, material)* is an information as a result of the creative, scientific or educational and methodological activity of the author or a team of authors, presented on paper or in electronic form on the Internet (monograph, textbook, study guide, article, theses, preprint, author's abstract and dissertation manuscript (dissertation), master's or bachelor's thesis, term paper or project, abstract, essay, test paper, etc.) or in oral form (speech, lectures, speeches and other oral works).

3.16. *The uniqueness of the work (paper, material)* is the ratio (%) of material that does not overlap with other publications to the total volume of the work.

3.17. *Participants of the educational-scientific process* are education applicants, pedagogical, scientific-pedagogical and scientific workers, parents of students of education; natural persons who conduct educational and scientific activities; other persons provided for by special laws and involved in the educational and scientific process in accordance with the procedure established by KSMA.

3.18. *Fabrication* is the inventing of data or facts used in the educational process or scientific research.

3.19. *Falsification* is a deliberate change or modification of already available data related to the educational process or scientific research.

3.20. *Bribery* is providing (receiving) by a participant in the educational process or offering to provide (receive) funds, property, services, benefits or any other benefits of a material or non-material nature in order to obtain an undue advantage in the educational process.

3.21. *Quote* is a relatively short excerpt from a literary, scientific or any other published work that is used, with

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a mandatory reference to its author and sources of citation, by another person in his work in order to make his statements clearer or to refer to the views of another author in an authentic formulation.

3.22. *Fraud* is a forgery of signatures in official documents (record books, acts, reports, agreements, etc.); the use of prohibited auxiliary materials or technical means (cribs (cheat sheets), micro-earphones, telephones, tablets, etc.) during control measures; passing knowledge control procedures by false persons; submission or presentation of works with the same content by different persons as the result of educational or scientific activity.

4. SYSTEM FOR PROMOTING COMPLIANCE WITH THE PRINCIPLES OF ACADEMIC INTEGRITY AND ETHICS OF ACADEMIC RELATIONS AT KHERSON STATE MARITIME ACADEMY

The system of ensuring the principles of academic integrity and ethics of academic relations in KSMA has the following interconnected components:

- the regulatory framework that regulates the implementation of the principles academic integrity in scientific and educational processes, measures to ensure compliance with the principles of academic integrity, procedures for preventing and combating violations of the principles of academic integrity. The main elements of the regulatory framework include: basic regulatory documents: the Code of Corporate Culture and Academic Integrity of KSMA; regulation on academic integrity and ethics of academic relations of KSMA; regulations on academic integrity commissions and academic commissions on ethics and conflict management; other regulatory documents regarding implementation

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relevant types of educational and scientific activities in KSMA, which include issues of academic integrity;

- structural subdivisions and authorized commissions that ensure the popularization of the principles of academic integrity, their implementation in the educational and scientific activities of KSMA, and also perform a supervisory and control function. Among them are: a permanent commission on ethics and conflict management with a term of office of 2 years, the permanent and temporary (if necessary) composition of which is appointed by the rector's orders; ad hoc commissions on academic integrity, which, if necessary, are created by orders of the rector;
- tools for the implementation of the principles of academic integrity in the educational and scientific activities of KSMA, which have an educational function and with the help of which it becomes possible to prevent cases of violations of the principles of academic integrity, including: informational and advisory support for teachers and education applicants of higher education through the creation of appropriate resources on the library website, printing of booklets and posters, development and distribution of videos and other activities to promote the principles of academic integrity;
- tools for monitoring compliance with the principles of academic integrity in the educational and scientific activities of KSMA, which provide for the implementation of questionnaires of the participants of the educational and scientific processes on the subject of violations of academic integrity; mandatory checking of qualification, scientific, teaching-methodical, educational works and reports on the results of scientific research work financed from the state and/or local budgets for signs of academic plagiarism in accordance with the established regulatory framework.

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5. VALUES AND ETHICAL PRINCIPLES OF ACADEMIC INTEGRITY

5.1. Kherson State Maritime Academy adheres to the following principles of professional ethics and academic integrity:

- democracy;
- legality and rule of law;
- honesty, dignity and good faith;
- patriotism and service to the Ukrainian people;
- respect, trust and tolerance;
- justice, equality and non-discrimination ;
- competence and professionalism;
- culture of behavior of education applicants, teachers and scientists;
- openness and transparency;
- independent performance of all educational works by the applicant;
- partnerships and mutual assistance;
- responsibility for violations of academic integrity.

5.2. KSMA carries out its activities separately from political preferences, parties, religious associations and movements in any form of organization.

5.3. Observance of academic integrity by education applicants involves:

- independent performance of educational tasks, tasks of current and final control of learning results;
- references to sources of information in case of use of ideas, developments, statements, information;
- compliance with the legislation on copyright and related rights;
- provision of reliable information about the results of one's own educational (scientific, creative) activities, used research methods and sources of information.

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5.4. Observance of academic integrity by teaching and academic staff members involves:

- references to sources of information in case of using intellectual properties, developments, statements, information;
- compliance with the legislation on copyright and intellectual property rights;
- provision of reliable information about research methods and results, sources of used information and own teaching (scientific-pedagogical, creative) activity;
- control over compliance with academic integrity by education applicants;
- objective assessment of learning outcomes.

6. VIOLATION OF ACADEMIC INTEGRITY

6.1. Violation of the academic integrity of education applicants is:

- academic plagiarism;
- falsification;
- cheating;
- deception;
- bribery.

6.2. Violation of academic integrity by teaching and academic staff members is:

- academic plagiarism;
- self-plagiarism ;
- fabrication;
- falsification;
- deception;
- bribery;
- biased assessment.

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7. RESPONSIBILITY FOR VIOLATION OF ACADEMIC INTEGRITY

7.1. For violation of academic integrity, students may be held to the following academic responsibility:

- re-examination (test, exam, credit, etc.);
- re-examination of any educational component in the educational program;
- retaking of qualification project work;
- conducting an additional inspection of other works, when the author is the violator;
- expelling from KSMA;
- exclusion from the rating of applicants for receiving an academic scholarship or accrual of penalty points in such a rating, deprivation of an academic scholarship;
- deprivation of tuition fees provided by KSMA;
- the evaluation results decreasing of the tests, exams, credits, etc.;
- appointment of additional control measures (additional individual tasks, additional control works, tests, etc.);
- refusal to award a scientific degree;
- other additional and/or detailed types of academic responsibility of students for specific violations of academic integrity are determined by special laws and separate Regulations of Kherson State Maritime Academy, which are approved by the Academic Council of the Academy and agreed upon by self-governing bodies of students.

7.2. For violations of academic integrity, teaching, academic staff members may be held to the following academic responsibility:

- refusal to award the scientific degree;

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- deprivation of the awarded scientific degree or assigned scientific level;
- refusal to assign or deprivation of the assigned teaching qualification category;
- deprivation of the right to participate in the work of established bodies defined by law or to hold positions defined by law;
- conducting an additional check for signs of academic plagiarism of all works authored by the offender;
- withdrawal from consideration (printing) of works, the author of which is the violator and the preparation of which was carried out in violation of academic integrity;
- deprivation of the right to participate in competitions for obtaining funding for conducting scientific research and implementing educational projects, scholarships, grants, etc.;
- other additional and/or detailed types of academic responsibility of pedagogical and scientific-pedagogical workers for specific violations of academic integrity are determined by special laws and separate Regulations of Kherson State Maritime Academy, which are approved by the Academic Council of the Academy and approved by the elected bodies of the primary organizations of the trade union.

7.3. The procedure for identifying and establishing the facts of breach of academic integrity is determined by the "Procedure for information support of academic integrity in the educational and scientific process at Kherson State Maritime Academy".

7.4. Decisions regarding academic responsibility for violations of academic integrity can be made by teachers, supervisors of qualification work, heads of departments, deans of faculties, vice-rectors of Kherson State Maritime Academy and the Academic Commission on Ethics and Conflict Management.

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7.4.1. The teacher can assign the following types of academic responsibility for students of higher education who have violated academic integrity (within the disciplines they teach):

- decrease in the evaluation results of the test papers, exam, credit, etc.;
- reassessment of test papers, exams, tests, etc.;
- assignment of additional control measures (additional individual tasks, additional control works, tests, etc.).

7.4.2. The supervisor of the qualification work can assign the following types of academic responsibility for higher education applicants who have violated academic integrity:

- decreasing the assessment results of qualification work;
- retaking a separate section (sections) of the qualification work.

7.4.3. Heads of departments, deans of faculties can appoint the following types of academic responsibility for students of higher education who have violated academic integrity:

- retaking the relevant educational component of the educational program;
- reexamination of qualification work;
- conducting an additional inspection of other works, the author of which is the violator.

7.4.4. The head of the department, the dean of the faculty and vice-rectors of the academy may assign the following types of academic responsibility to the employees of the academy who have violated academic integrity:

- conducting an additional check for signs of academic plagiarism of all works authored by the offender;

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- withdrawal from consideration (printing) of works, the author of which is the violator and the preparation of which was carried out in violation of academic integrity.

7.4.5. The types of academic responsibility that may be assigned by the Academic Integrity Commission or the Academic Ethics and Conflict Management Commission (except for the above-mentioned types of academic responsibility) are defined in the "Regulations on the Academic Integrity Commission and the Academic Ethics and Conflict Management Commission"

7.5. Every person in respect of whom the issue of violation of academic integrity is being considered has the right to:

- get acquainted with all inspection materials regarding the establishment of the fact of violation of academic integrity and submit comments to them;
- personally, or with the representative to provide or refuse the oral and written explanations, to participate in the investigation academic integrity breach;
- know the date, time and place and be present during consideration of the issue of establishing the fact of academic integrity violation and bringing him to academic responsibility;
- appeal the decision on bringing to academic responsibility to the authorized appellate establishment or to the court.

8. MEASURES TO PREVENT VIOLATIONS OF ACADEMIC INTEGRITY

8.1. In order to prevent non-compliance with the principles of ethical behavior and norms of academic integrity, copyright and related rights, the following complex of preventive measures is used in KSMA:

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8.1.1. Mandatory informing of the educational and scientific seekers about the need to observe the principles and norms of academic integrity, professional ethics;

8.1.2. Signing by students of higher education and employees of KSMA the Declaration on observance of academic integrity;

8.1.3. Conducting for the participants of the educational and scientific process a cycle of trainings on the basics of academic writing, ethics and integrity, on the protection of intellectual property rights and technology transfer, on project-oriented activities in scientific and entrepreneurial activities;

8.1.4. Forming tasks for educational and qualification works using pedagogical innovations that contribute to the development of the creative approach of higher education seekers to their implementation;

8.1.5. Dissemination of methodical materials with a unified definition of requirements for proper design of references in written works;

8.1.6. Annual events on the implementation of academic integrity in the educational and scientific activities of Kherson State Maritime Academy for students of higher education and employees;

8.1.7. Recognition in KSMA the principle of openness, which provides the possibility of public control of academic activity, administrative and financial transparency, by publishing information on the official website;

8.1.8. Familiarization of all participants of the educational process with the norms of this Regulation.

8.2. In order to ensure the quality of higher education and scientific activity in KSMA, the following is the subject to a mandatory check for plagiarism:

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- works created by students of all levels of education: diploma works, (qualification) papers (projects), term papers (projects), essays, etc., the verification of which is carried out by the heads of the respective departments;
- scientific-methodical works, the authors of which are teaching, academic staff members and scientists of KSMA: textbooks, study guides, lecture notes, methodological instructions, monographs, as well as online courses for distance learning, etc.;
- works, such as manuscripts of articles, theses, which are submitted to the publishing houses of scientific journals or organizing committees of scientific, scientific-technical and scientific-methodological conferences, seminars of Kherson State Maritime Academy, that verification is organized by representatives of the scientific library of the Academy and heads of structural divisions, who organize relevant events;
- works, such as dissertations for the degree, verified by the specialized academic councils secretaries;
- final reports on the results of the scientific research work financed from the state and/or local budgets.

8.2.1. The check for plagiarism is carried out at the stage of presentation of the works specified in paragraphs 7.2, for consideration by a specialized scientific council, editorial board or department.

8.2.2. The plagiarism check is carried out using specialized software and technical tools to determine the uniqueness of the work. The percentage of the uniqueness of the work for the relevant field of knowledge (specialty) and type of work is determined by the internal regulatory documents of KSMA (for example, the record data sheet of the department meeting). At the same time, the following indicative scale of the uniqueness of the work can be used:

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Interest uniqueness	Recommendations
80-100%	high uniqueness, the work is allowed to be protected or (and) published
70-79%	average uniqueness, the work needs revision in terms of correctness and completeness of quotations, and will be sent for re-checking without sanctions
50-69%	low uniqueness, the work needs significant revision and will be sent for re-examination without sanctions
49% and below	low uniqueness, the work is rejected without the right to further consideration (except for cases when such a volume of borrowing is necessary and justified by the academic supervisor of the education in writing).

Graduating departments may set other percentages of uniqueness for admission to the defense of graduation qualification works (projects) or (and) to publication", but not less than 50%.

8.2.3. The list of persons who directly check for plagiarism of the works specified in paragraphs 7.2., is determined by the order of the rector of KSMA. The conclusions of the check for plagiarism (here in after the Conclusions on plagiarism), generated by specialized software, are submitted for further consideration at the meetings of deans' offices, departments, specialized Academic Councils, conference organizing committees.

8.2.4. Conclusions about plagiarism in the works of students of higher education, such as diploma (qualification) theses (projects), term papers (projects), essays etc., are attached to the work and stored together with the work.

8.2.5. Conclusions about plagiarism in works, such as manuscripts of articles, theses of reports, which are submitted to the editors of scientific journals or the organizing committees of scientific, scientific-technical and scientific-methodical conferences, seminars of Kherson State Maritime Academy, are kept in the library of the Academy or with the heads of structural units, who organize relevant events.

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8.2.6. Conclusions about plagiarism in works, such as dissertations for the degree and abstracts, are kept in the personal files of authors in specialized Academic Councils.

9. FINAL PROVISIONS

9.1. The responsibility for updating the Regulation and monitoring the fulfillment of its requirements rests with officials of KSMA in accordance with their functional duties.

9.2. This Regulation is posted on the official website of KSMA
https://ksma.ks.ua/?page_id=284&lang=en

COMPLIERS:

Associate Professor of the Department of Humanities discipline
 02.03.2020
 O.Bezlutska

Anti-corruption commissioner
 02.03.2020
 O.Kyrylenko

AGREED:
 Head of the monitoring department and quality management systems
 04.03.2020
 O.Ustymenko

Head of the legal department
 04.03.2020
 O.Slepchenko