

Private Higher Educational Establishment-Institute  
“Ukrainian-American Concordia University”

**APPROVED**

Rector

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**CODE OF ACADEMIC INTEGRITY AND CORPORATE ETHICS  
OF THE PRIVATE HIGHER EDUCATIONAL  
ESTABLISHMENT-INSTITUTE “UKRAINIAN-AMERICAN CONCORDIA  
UNIVERSITY”**

Discussed and approved at the  
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Senate

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# THE CODE OF ACADEMIC INTEGRITY

The community of employees and students of the Private Higher Educational Establishment-Institute “Ukrainian-American Concordia University” (hereinafter referred to as “UACU”), fully aware of their responsibility for the mission of UACU in the field of education, science and culture, considering their duty to form a system of democratic relations between students and instructors, adopts this Code of Academic Integrity and Corporate Ethics (hereinafter referred to as “The Code”) and undertakes to adhere to it.

## I. GENERAL PROVISIONS

1. **The Code of Academic Integrity and Corporate Ethics (hereinafter referred as “The Code”)** of the Private Higher Educational Establishment-Institute “Ukrainian-American Concordia University” defines the moral principles and general ethical norms in the relations between the participants of the educational process and members of staff in the performance of their duties and functions, arising from the norms of the Ukrainian legislation in force, the Bucharest Declaration concerning Ethical Values and Principles for Higher Education in the Europe Region, the Statute of the Private Higher Educational Establishment-Institute “Ukrainian-American Concordia University”, the Strategy for UACU Development, the Internal Code of Conduct, and other local regulations in force, with reference to which this Code was developed.

2. The **purpose of the Code of Academic Integrity and Corporate Ethics** is to establish in UACU a system of democratic relations between the participants of the educational process and members of staff, to develop corporate culture, to assure academic freedoms and a favorable team atmosphere in terms of mental and psychological well-being, and to strengthen the credibility of the UACU.

3. In this Code, the concepts and terms used mean the following:

*Academic integrity* – a set of ethical principles and norms established with law, which should guide the participants in the educational process in their learning, teaching and scholarly/scientific (creative) activity aiming to assure trustworthiness of learning outcomes and/or scientific (creative) achievements.

*Business etiquette* – a set of rules that govern the interaction and behavior of UACU staff members and participants in the educational process in their joint activities, including business correspondence, employment, appealing to management, etc.

*Higher-degree seeking students* – degree-seeking students, non-degree seeking students.

*Corporate culture* – a system of principles, values, beliefs, guidelines for conduct and interaction shared and practiced by the UACU community.

*Corporate spirit* – the desire of UACU community to achieve a common goal, a strive for mutual success through the mechanisms of group cohesion, awareness of shared goals and harmonization of relations at UACU.

*Scientific ethics* – a system of established and recognized by the academic community norms of conduct, rules, moral guidelines of scientists and scholars engaged in scientific, technical, scholarly and educational activity.

*Member of staff* – an individual who is in employment relations with the UACU and directly performs work under a contract of employment.

*University community* – members of staff and participants in the educational process.

*Participants in the educational process* – scientific, scholarly and teaching staff, higher-degree seeking students, non-degree seeking students, expert practitioners involved in teaching within educational and professional programs.

#### **4. The tasks of the Code:**

- To adapt the system of traditional corporate guidelines of the national education system and academic science to present-day developments in order to ensure and maintain a morally favorable team atmosphere and to establish and adhere to ethical norms and rules;

- To ensure the establishment of ethical behavior both within the team and with external audiences;

- To maintain and nurture the corporate spirit, the atmosphere of trust, mutual respect and decency.

5. The Code applies to all participants of the educational process and members of staff.

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

1. Academic integrity and corporate ethics is implemented through a system of principles, incl.:

- Legality;
- Honesty;
- Mutual respect;
- Politeness;
- Fairness;
- Responsibility;
- Transparency;
- Tolerance;
- Upholding academic integrity, incl.:
- proper quotation or citation of the sources of information when using ideas, statements, data;

- providing reliable and true-to-fact information on methodologies and outcomes of research, sources of the information used, and one's own scholarly (scientific and educational, creative/artistic) work;

- compliance with the legislation on copyright and related rights;
- control over the observance of academic integrity by students;
- objective assessment of learning outcomes.

2. Every member of the UACU community has the freedom to choose their civic position and scientific standpoint, which is declared openly when discussing decisions and internal documents. In case they contradict the Strategy for UACU Development, its mission and objectives, a person has the right to defend their chosen standpoint only in their own name. A person endowed with administrative and managerial functions should avoid statements that negatively affect the image of UACU.

3. Official coverage of the UACU activities and the directions of its development in the implementation of the Strategy may be carried out by the UACU Rector or a person acting on his authority.

4. In the event of the dissemination of information that is false, misrepresented, defamatory, insulting or may cause serious harm to the UACU, the person involved should do everything possible to refute the distorted information, reduce the amount of damage.

5. All UACU staff and participants in the educational process should avoid provoking actions related to corruption. In order to stop and avoid such manifestations, all persons this Code is applicable to have the right to apply to the Commissioner for Prevention and Detection of Corruption, legal counsel of the legal department with an appropriate complaint.

6. Proper conduct for all UACU community members includes:

- Respect for the elements of UACU corporate branding, i.e. its anthem, flag, emblem, logo;
- Compliance with the Internal Code of Conduct;
- Appropriate looks of staff and participants in education process;
- Compliance with the norms of electronic communication. Mandatory elements inherent to the etiquette of electronic communication are proper greetings, salutations and titles when addressing the reader, filling in the subject field, body of the letter containing the message, the addressee's signature;
- Compliance with the high standards of business ethics in negotiations, including telephone communication. Negotiations should be conducted in a calm, polite, friendly tone, which generally contributes to the positive reputation of UACU.

7. Unacceptable conduct for all members of the UACU community shall include:

- Intentional resistance to educational, research or professional activities of UACU community members;

- Participation in any activity related to deception, dishonesty; forgery and use of forged official documents;
- Exceeding the powers provided for in the job descriptions, employment contracts;
- Violation of the procedures for the use of the UACU brand book in various events not related to the activities of UACU;
- Spreading political, religious and any other propaganda at UACU;
- Use of mobile phones during classes, meetings or official events;
- Consumption of drugs, alcohol, smoking in UACU, including e-cigarettes, appearance at UACU in a state of alcohol, drugs and toxic intoxication;
- Carrying weapons into the UACU, using spray canisters and other items that could harm human health and life.

### **III. ETHICAL NORMS OF EDUCATIONAL AND SCIENTIFIC ACTIVITY**

1. Each instructor must adhere to the moral norms and rules of ethical conduct and the principles of academic integrity, in particular:

- Be responsible when fulfilling their duties;
- Promote the establishment and development of partnership between the participants in the educational process;
- Promote the development of a positive image of UACU;
- Ensure the development of scientific schools of thought;
- Preserve and increase the glorious traditions of the UACU.

2. To prevent conflicts of interest related to the non-academic nature of the relationship, the instructor should avoid ambiguous relationships with students, including:

- Direct or indirect receipt of gifts or services from students in exchange for decisions and actions that fall within the competence of the instructor;
- Discussion of professional and personal qualities of members of UACU staff and participants in the educational process;
- Intention to establish an intimate relationship.

3. Instructors shall be guided by the principles of fairness and corporate ethics, as well as the criteria outlined in course syllabuses, when assessing the knowledge and competencies of higher-degree seeking students.

4. An instructor has no right to assault in any way the dignity of a UACU student. An instructor has the right to comment on a student's inappropriate appearance and conduct.

5. All participants in the educational process shall follow the principle of academic integrity and respect the scientific achievements of others.

6. Forms of academic dishonesty include:

Academic plagiarism – representing/submitting (in part or in full) research (creative) works of another person(s) as one’s own research (creative) work and/or reproducing published texts (published works of art) by other authors without proper use of established or designated forms of accreditation/indication or authorship.

Self-plagiarism – publication/representing (in part or in full) of their own previously published/presented research results as new scientific results;

Fabrication – contriving data or facts used in the educational process or scientific research;

Falsification – deliberately or intentionally altering or modifying existing data related to the educational process or research;

Cheating – performing written assignments with the use of external information sources, exclusive of those authorized for use, in particular during the evaluation of learning outcomes;

Deception – providing knowingly false information about one’s own academic (scholarly/scientific, creative) activity or the organization of the educational process; forms of deception are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and cheating;

Bribery – providing (receiving) by a participant in the educational process or an offer to provide (receive) any funds, property, services, privileges or any other benefits of material or intangible nature in order to obtain an illegal advantage in the educational process.

7. Unauthorized cooperation, inclusion in the list of authors of manuscripts/articles, monographs, textbooks, etc. of persons who did not participate in obtaining scientific results.

8. For violation of academic integrity, scholarly, scientific and teaching staff of UACU may be prosecuted in accordance with applicable law in force.

9. Unacceptable, biased critic or intentional underestimation of the status of peers’ scholarly/research work due to personal antipathy, competition, for political or other reasons not related to the quality of the evaluated research work.

10. Every member of the UACU community who is engaged in research is entitled to a product – the result of their own intellectual work. Provided someone assisted a researcher in performing the work, the co-researcher has the right to access the results on equal terms (without any restrictions).

#### **IV. ETHICAL NORMS OF ACADEMIC ACTIVITIES OF HIGHER-DEGREE SEEKING STUDENTS**

1. In the educational process, higher-degree seeking students are guided by the principle of academic integrity, which provides for:

- Independent performance of academic tasks, tasks of on-going and terminal (final) control of learning outcomes (for persons with special educational

needs this requirement is applied taking into account their individual needs and opportunities);

- proper quotation or citation of the sources of information when using ideas, statements, data
- compliance with the legislation on copyright and related rights;
- providing reliable and true-to-fact information on methodologies and outcomes of research, sources of the information used, and one's own scholarly (scientific and educational, creative/artistic) work.

For any violation of academic integrity in any academic course or exercise in the process of learning, higher-degree seeking students may be prosecuted in accordance with the applicable legislation in force.

2. Higher-degree seeking students are obliged to use the UACU infrastructure responsibly, economically and for the correct purpose.

3. With their activities, higher-degree seeking students should contribute to the preservation and accrument of the UACU traditions, increase the prestige of the UACU through their own achievements in education and science, sports, creative work.

4. Higher-degree seeking students should respect the history of UACU, the achievements of its outstanding scientists, instructors and graduates.

5. Higher-degree seeking students are aware that their academic activities and all non-academic activities should contribute to the development of a positive image of UACU.

6. Higher-degree seeking students must not be late to classes.

7. Higher-degree seeking students have no right to be rude to or take liberties with instructors.

8. In their academic activity, higher-degree seeking students have to promote the prevention and eradication of various types of violations of the laws and norms of academic ethics.

## **V. COMMITTEE ON ACADEMIC INTEGRITY**

1. In order to monitor compliance with the moral and legal norms of academic integrity set forth in this Code, UACU establishes the Committee on Academic Integrity (hereinafter referred to as "The Committee").

2. The Committee shall be authorized to receive and consider allegations of violations of this Code and to make suggestions on the imposition of appropriate sanctions and academic prosecution to the UACU administration, heads of departments.

3. The Committee is guided in its work by The Constitution of Ukraine, the Laws of Ukraine "On Education" and "On Higher Education", instructional methodological guidelines of the Ministry for Education and Science of Ukraine,

other legal instruments in force, the UACU Statute, this Code, and the Regulations on the Committee on Academic Integrity, which is approved by the UACU Academic Senate.

4. The Committee is composed, by virtue of office/position, vice-rector/provost for academic affairs, Commissioner for prevention and detection of corruption, scientific secretary of the Academic Senate, head of the academic office, head of the student self-government.

5. The composition of the Committee is approved by the UACU Staff Conference upon the recommendation of the UACU Academic Senate for a period of up to three years.

6. A member of staff who has witnessed or has good reason to believe that a violation of this Code has occurred must notify the Committee. It is not acceptable to file or support the submission of complaints that are unfounded or not signed.

7. If a student or an employee has doubts or uncertainties that their actions or inactivity may violate the Code, they may seek the advice of the Committee.

8. Any member of staff has the right to contact the Committee to make suggestions and additions to this Code.

9. Upon detection of violations provided for in this Code, the Committee shall submit proposals to the UACU Rector on response measures.

## **VI. FINAL PROVISIONS**

1. UACU community are required to know this Code. Ignorance of or mistake as to the norms set forth in this Code shall not be an excuse for unethical behavior.

2. Violation of the norms of this Code may provide for the imposition of sanctions in the manner prescribed by law, upon the recommendation of the Committee on Academic Integrity.

3. The Code is approved by the UACU Staff Conference or, on their instruction, by the UACU Academic Senate.

4. Proposals for changes and additions to this Code are submitted at the request of the Academic Senate, the student government, the Committee on Academic Integrity.

Changes and additions to this Code are made by the decision of the UACU staff conference, or, on its behalf, by the UACU Academic Senate.