



**PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"**

**THE CODE OF ACADEMIC INTEGRITY
AND CONFLICT MANAGEMENT IN
KYIV MEDICAL UNIVERSITY**

Kyiv – 2019

I. GENERAL PROVISIONS

The experience of developed countries in developing systematic approaches to combating academic dishonesty in all types of educational and scientific activities indicates the need for public definition and adoption of the principles of academic integrity, which should become the basis for a positive change in public consciousness, an important step towards the comprehensive implementation of high standards of educational and scientific activities.

The Code of Academic Integrity and Conflict Management (hereinafter referred to as the Code) at Kyiv Medical University (hereinafter referred to as the University) defines the standards generally accepted by the world community for the implementation of educational and scientific activities by higher education students, as well as pedagogical, scientific and pedagogical, research workers and other categories of employees (hereinafter referred to as University employees) while complying with the basic moral and legal norms of academic behavior.

Together with other documents that regulate the policy of ensuring academic integrity in the educational and scientific activities of the University, this Code ensures compliance with the principle of zero tolerance for violations of academic integrity and the ethics of academic relations.

When forming the content of the Code, the requirements of the Laws of Ukraine: “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activities”, “On Copyright and Related Rights” were taken into account; regulatory legal acts of the Cabinet of Ministers of Ukraine; current orders and recommendations of the Ministry of Education and Science of Ukraine; other national regulatory framework.

II. BASIC DEFINITIONS, PRINCIPLES, AND FUNDAMENTAL VALUES OF ACADEMIC INTEGRITY

An author is a natural person whose creative work created a work.

Academic integrity is a set of ethical principles and legally defined rules

that should be followed by participants in the educational process during learning, teaching, and conducting scientific (creative) activities in order to ensure trust in learning outcomes and/or scientific (creative) achievements.

Ethics of academic relationships is a set of established and recognized by the educational and scientific community rules of morality for higher education students and university employees.

Illustrative borrowing is reproduction of an illustration from the original source.

Work (work, material) is information as a result of scientific or educational and methodological activities of a specific person (or in co-authorship), presented on paper or in electronic form on the Internet (monograph, textbook, teaching aid, article, theses, preprint and manuscript of a dissertation (dissertation work), master's or bachelor's thesis, coursework or project, abstract, essay, test paper, etc.).

Textual borrowing is verbatim reproduction of the original source text.

Uniqueness of the text of the work (work, material) – the presence in the work (work, material) of texts, tables, illustrative materials that do not contain text borrowings and paraphrases.

A quotation is a relatively brief excerpt from a literary, scientific, or any other (including one published on the Internet) work that is used, with a mandatory reference to its author and the source of the quotation, by another person in their work in order to make their own statements clearer or to refer to the views of another author in authentic wording.

Paraphrase is transfer, presentation of the primary source in your own words.

Primary source is a direct source of certain information or an original foundational work (published text by other authors) containing primary information.

The basic principles and fundamental values of academic integrity and ethics of academic relationships are:

- ***virtue*** – commitment of all University employees and higher education students to moral principles and standards that create a barrier to dishonesty;

- ***honesty and decency*** – systematic avoidance of manifestations of academic dishonesty in educational and scientific activities;

- ***truth*** – the pursuit of truth, the free and open dissemination of knowledge, its continuous acquisition and enrichment;

- ***transparency*** – accessibility and openness of information, which implies that all participants in the educational and scientific process are obliged to act openly, predictably, understandably and within the framework of the law;

- ***legality*** – compliance with laws by each participant in the educational and scientific process and encouragement of others to do so;

- ***respect*** – respect for the ideas, dignity of others, their physical and mental health, for the benefit of collegiality and cooperation with other participants in the educational and scientific process.

- ***Trust*** – all participants in the educational and scientific process have confidence in each other's honesty and virtue, can rely on each other, and are free from fear that the results of their activities may be stolen, their careers may be tarnished, and their reputations may be undermined.

- ***courage*** – a tendency to purposefully advocate for decent behavior and ideas for spreading the principles of academic integrity in the face of external pressure.

- ***justice*** – impartial, equal treatment of all participants in the educational and scientific process, free from discrimination and dishonesty.

- ***accountability*** – participants in the educational and scientific process properly use the powers delegated to them without exceeding or dishonestly performing them.

- ***equality and social justice*** – equal access to education and scientific research regardless of race, skin color, political, religious and other beliefs, gender, gender identity, sexual orientation, ethnic, social, national origin, health status, or disability.

- ***democratic governance*** – University management should be based on the involvement of all participants in the educational and scientific process and the ethical exercise of their powers.

- ***self-improvement and system improvement*** – participants in the educational and scientific process recognize the importance and make maximum efforts to continuously improve the educational system, in particular through their own professional development.

- ***Responsibility*** – the ability to take responsibility for the results of one's activities, fulfill certain obligations, resist manifestations of academic dishonesty, and set examples of worthy behavior.

- ***competence and professionalism*** – maintaining the highest level of competence by each participant in the educational and scientific process.

III. GENERAL MORAL PRINCIPLES THAT GUIDE MEMBERS OF THE UNIVERSITY COMMUNITY:

The principle of legality. In their activities, members of the university community strictly adhere to the provisions of the law and also encourage others to do so.

Principle of competence and professionalism. Students and employees of the Kyiv Medical University are obliged to maintain the highest level of competence in work and study. It is imperative that they constantly improve their educational and scientific level as a form of implementing the principle "from lifelong education to lifelong education."

The principle of responsibility. Students and university employees must take responsibility for the results of their activities, fulfill the obligations they have

undertaken. Being responsible means resisting shameful actions, the negative influence of other people, and being an example for others.

The principle of honesty and decency. In educational and teaching activities, in scientific research, in practical work, etc., representatives of the university community are obliged to act honestly, be frank and in no case knowingly make false statements.

The principle of justice. In the relationships between members of the university community, an impartial attitude towards each other, a correct and objective assessment of the results of educational, research and work activities are important.

The principle of mutual trust. An atmosphere of trust encourages the free exchange of ideas and information in the university environment, promotes cooperation and the free production of ideas, and eliminates the fear that the results of activities can be stolen, careers tarnished, and reputations undermined.

The principle of partnership and mutual assistance. In order to improve the quality of educational and research results, representatives of the university community are oriented towards partnership interaction.

The principle of mutual respect. Respect in the university environment should be mutual, shown both to others and to oneself. It is worth respecting and valuing diverse and sometimes opposing opinions and ideas.

Principle of transparency. To avoid abuse of office by elected or appointed representatives of the university community, it is necessary that all procedures related to education, research and development be transparent and simple.

Principles of safety and well-being of the community of the Kyiv Medical University. Students and employees of the university must take care of the safety and well-being of community members. Any activity of students and employees of the university must not pose a threat to life, harm the health and property of anyone in general and members of the university community in particular.

Adherence to these principles should be a matter of honor for all members of the university community, without exception.

**AND V. NORMS OF ETHICAL CONDUCT OF STUDENTS AND
EMPLOYEES OF THE HIGHER EDUCATIONAL UNIVERSITY "KYIV
MEDICAL UNIVERSITY"**

**Worthy for students and employees of the Kyiv Medical University
are:**

- comply with the requirements of the legislation of Ukraine and internal regulatory documents of the university, not to commit offenses and not to facilitate their commission by other persons;
- adhere to moral norms and rules of ethical behavior;
- **be** responsible for their duties, timely and conscientiously perform the necessary educational, research and work tasks;
- respect the honor, dignity and personal integrity of a person, regardless of their gender, age, financial status, social status, racial affiliation, religious and political beliefs;
- to contribute to the prevention and eradication of various types of violations during educational, scientific and innovative and other types of activities;
- adhere to the principles and rules of academic integrity;
- to promote the establishment and development of partnership relations between university teachers and students;
- maintain an atmosphere of trust, responsibility and mutual assistance in the university community;
- lead a healthy and active lifestyle, follow the rules of personal hygiene, be neat and tidy;
- take care of the purity of one's own language and the language of colleagues;
- to honor and study the past of the university, the creative achievements of its outstanding scientists, teachers, and graduates, who have written bright pages in the annals of domestic and world education, science, and technology.

- through its activities, contribute to the preservation and enhancement of the glorious traditions of the university;

- to contribute to the development of a positive reputation of the university;

- to increase the prestige of the university through their own achievements in education, science, sports, amateur art, etc.;

- prevent the emergence of a conflict of interest in their activities, which should be understood as a contradiction between the personal interests of a member of the university community and their official or educational duties, the presence of which may affect the objectivity or impartiality of decision-making;

- maintain cleanliness and order in the territory university , carefully to treat property and resources university , in particular in dormitories .

Unacceptable for students and employees The university has:

- violation of moral norms , in particular unworthy behavior in public places and use of foul language;

- spreading false and compromising information about other students, teachers, and staff;

- use, production and distribution of narcotic substances, drinking alcoholic beverages and smoking in public places;

- aggression against others, sexual harassment;

- participation in gambling;

- intentionally harming the work of other students, faculty, or staff;

- participation in any activity related to deception, dishonesty; forgery and use of forged documents related to studies or official position at the university ;

- publishing the results of someone else's work as one's own during educational, scientific and work activities;

- performance of official and family ties in order to obtain an unfair advantage in educational, scientific and labor activities;

- receiving or offering rewards for unfairly obtaining any advantages in educational, research or work activities (bribery);

- causing damage to material values, as well as to the university's material and technical base;
- use of university or faculty symbols without the permission of the administration (dean's office) in various events not related to the activities of the university;
- committing actions that impede the implementation of the educational or scientific research process;
- abuse of authority during educational, work or scientific research activities;
- making or encouraging any attempts aimed at obtaining a certain advantage, influencing a change in academic grades, etc., through dishonest and unworthy methods;
- failure to comply with the rules of staying on the university campus, which interferes with other persons.

V. TYPES OF VIOLATIONS OF ACADEMIC INTEGRITY AND ETHICS OF ACADEMIC RELATIONS DURING THE IMPLEMENTATION OF EDUCATIONAL AND SCIENTIFIC ACTIVITIES

Violations of academic integrity inherent in educational and scientific activities are:

1. Academic plagiarism – publication (in part or in full) of scientific (creative) results obtained by other persons as the results of their own research (creation) and/or reproduction of published materials (published works of art) by other authors without indicating authorship.

Types of academic plagiarism:

- **cloning** – copying, exact reproduction (word for word) of someone else's text and/or borrowing illustrations with subsequent

presentation of them as the author's;

- **copying** – the material contains a significant portion of text and/or illustrations from a single source without changes;
- **"find-replace"** – the main content of the source is preserved with changes to keywords and phrases;
- **remix** – paraphrases of materials from several sources are arranged so that the text appears coherent;
- **hybrid** – a combination of cited sources and copied materials (text, illustrations) without a reference;
- **mashup** – mix (mixing) of copied materials from several sources;
- **use of non-existent sources** – the text contains references to non-existent sources, unreliable or inaccurate information about sources;
- **aggregator** – the text and/or illustrations have proper citation formatting, but contain almost no original thoughts or the author's own contribution (applies only to scientific works, where the author's research is a mandatory part);
- **retweet** – the text contains proper citation, but essentially duplicates the wording and/or structure of the original source (applies only to scientific works, where the author's research is a mandatory part);

2. **Self-plagiarism** – publishing (partially or in full) one's own previously published scientific results as new scientific research, using one's own previous works in a different context, without citing that such work has already been used or published before;

3. **Fabrication** – the fabrication of data or facts used in the educational process and/or scientific research;

4. **Falsification** is the deliberate alteration or modification of existing data relating to the educational process and/or scientific research;

5. **Copying** – performing written work involving external sources of information other than those permitted for use, in particular when

assessing learning outcomes;

6. Bribery – provision (reception) by a participant in the educational process or an offer to provide (receive) funds, property, services, benefits or any other material benefits in order to obtain an unfair advantage in the educational process;

7. Fraud – providing knowingly false information regarding one's own educational (scientific, creative) activities or the organization of the educational process;

8. Unbiased assessment – deliberate overestimation or underestimation of the learning outcomes of higher education students; untimely notification of education students about the learning outcomes assessment system; application of an assessment system that does not meet the declared goals and objectives of the topic, discipline, practice, educational program, etc.; lack of objective assessment criteria.

It is not allowed during the implementation of educational and scientific activities for participants in the educational process to take actions that will have the consequences of violating academic integrity or violating the ethics of academic relationships, including such as:

- forgery of signatures in official documents;
- using family or work connections to obtain a positive or higher grade in any type of final examination or advantages in scientific work;
- acquisition from other persons or organizations with subsequent presentation as their own results of educational and scientific activities;
- providing feedback or reviews on scientific or educational works without properly conducting their examination;
- academic sabotage – causing harm, spoiling, delaying or unnecessarily complicating the educational or research work of others, intentionally destroying data, slowing down the review process the author's work for the use of the results for his own purposes, etc.;
- inclusion in the list of authors of educational, scientific publications or

project implementers of persons who did not participate in the preparation (writing) and obtaining results;

- taking actions in conditions of a real conflict of interest;
- ignoring alleged violations of academic integrity by others , or taking actions aimed at concealing the violation;
- use of blackmail or bribery;
- abuse of authority, "professorial dishonesty" - the use of family ties or official position to obtain advantages in the academic, extracurricular , scientific or administrative sphere;
- impact on the results of a survey of higher education applicants regarding the quality of academic disciplines;
- earphones , phones, smartphones, tablets, etc.) during the assessment of learning outcomes ;
- simulation of deterioration of health, illness, in order to avoid control measures for assessing learning outcomes;
- passing knowledge control procedures by proxy persons;
- submission or representation by different individuals of works with the same content as a result of educational activities;
- writing other than one's own versions of tasks during tests;
- collective cooperation between higher education students for the sake of obtaining common benefits for all (except for types of work that involve collective cooperation and are defined by regulatory documents for academic disciplines);
- committing actions aimed at preliminary and illegal familiarization with the content of the final control materials;
- using a system of hidden signals (sound, gestures, etc.) when performing group control measures, tests, etc. with the same options;
- forced charitable contributions and forced labor - forcing higher education students to pay money or perform certain work under the threat of intentionally harming the interests and rights of a person in their studies, everyday life, or other matters.

- manipulation of authorship or disregard for the role of other researchers in publications;

- selective citation to improve one's own performance or to please editors, reviewers, or colleagues;

- enabling sponsors to compromise the independence of the research process or the reporting of results in a way that would create or disseminate a biased view of the research;

- malicious accusation of a researcher of committing a violation of the principles of academic integrity;

- distortion of scientific achievements;

- exaggeration of the importance and practical significance of the results;

- creation or support of journals and publishing houses that undermine the authority of scientific research ("predatory" journals and publishing houses);

- borrowing the results of other scientific groups;

- theft of research results within the same scientific group.

Actions that contain signs of a violation of academic integrity may also be grounds for holding a person accountable for disciplinary, civil, administrative, or criminal liability in cases and under the procedure established by law. Holding a person accountable for a violation of academic integrity and the ethics of academic relations may be carried out regardless of holding him/her accountable for other types of liability.

VI. ORGANIZATION OF THE COMMISSION'S WORK ON ACADEMIC INTEGRITY AND CONFLICT MANAGEMENT

At the University prevent manifestations of academic dishonesty and the emergence of conflict situations, active work is carried out with participants in the educational process and employees in the form of Rector Online , when everyone can ask a question or make a proposal to the Rector of the University, including those related to academic integrity and conflict management. At the end of each month, the Rector answers all questions live.

In addition, in order to prevent conflict situations, and in case of their occurrence, to promptly resolve them, the University, by order of the rector, established the Commission on Academic Integrity and Conflict Management of the Kyiv Medical University.

The organizational form of the Commission's work is meetings convened by the Chairman of the Commission . A meeting is considered valid if at least two-thirds of the total membership of the Commission is present .

shall preside over the meeting, and in his absence the Deputy Chairman of the Commission shall preside over the meeting. The Secretary of the Commission shall keep minutes of the meeting, which shall be signed by the Chairman (chairman) and the Secretary of the Commission .

The presence of the members of the Commission at its meetings is mandatory. In the event that a member of the Commission cannot participate in it for good reasons, he has the right to bring his opinion to the attention of the Commission in writing or via video conference.

The agenda of the Commission meetings is formed by the Chairman of the Commission. Any member of the university community may submit an application to the Commission . The registration of submitted applications is carried out by the Secretary of the Commission .

The application must contain the name, surname and place of work (study) of the applicant, a description of the violation, the actions being appealed, the claim and the applicant's signature . The Head of the Commission shall assign the preliminary consideration of the application to one of its members .

In the event that a party to the conflict is a member of the Commission or a close person, he shall not participate in the consideration of the relevant application by the Commission. His vote shall not be taken into account when establishing the minimum threshold required for making relevant decisions on the application ;

The Commission informs the member of the university community whose actions are being contested about the receipt of the application . The Commission

shall examine the application and make a decision no later than 15 working days from the date of its registration. The Commission may extend the period for considering the application up to 20 working days if it is necessary to clarify additional circumstances. In this case, the Commission shall notify the applicant of the extension of the period.

sessions are held in closed session in the absence of requests from Commission members and a mutual desire of the applicant and the member of the university community whose actions are being contested (the parties to the conflict) for an open hearing.

A party to the conflict has the right:

- to review all inspection materials regarding the establishment of a violation of academic ethics and integrity, and to submit comments on them;
- personally or through a representative to provide oral and written explanations or to refuse to do so, to participate in the investigation of evidence of violation of academic integrity;
- to know about the date, time and place and to be present during the discussion of the issue of establishing the fact of violation of academic ethics and holding her to academic responsibility.

If the Commission decides that the content of the application is beyond its competence and is not subject to consideration, the applicant must be notified in writing as soon as possible, explaining the reasons for the refusal.

Decisions are made by secret ballot. A decision is considered adopted if a majority of the Commission members present at the meeting voted for it. If the votes of the Commission members are equally divided, it is considered not adopted.

The Commission's decision is signed by the Chairman of the Commission. Copies of the decisions are provided to the parties to the conflict within two working days from the date of the Commission meeting at which the relevant application was considered.

The Commission's decisions are of a recommendatory nature and are

submitted to the Rector of the University.

In the event of receiving data confirming a case of discrimination or harassment in the educational environment of the University, the Commission makes an appropriate decision, makes proposals to the Rector of the University, and facilitates the provision of materials to law enforcement agencies.

VII. FUNCTIONS OF THE COMMISSION:

- monitoring compliance by members of the university community with ethical norms of behavior established by the Constitution of Ukraine, the laws of Ukraine "On Education", "On Higher Education" and the Code of Academic Ethics of the University;

- promoting the formation of an active civic position of students and employees of the University;

- providing advice on academic integrity issues;

- resolving conflict situations in the field of corruption prevention, conflict of interest resolution, combating discrimination and sexual harassment, and others.

FINAL PROVISIONS

Amendments and additions to the Code may be made by order of the rector or by order of the rector upon the decision of the Academic Council of the University.