

REGULATION

on the Academic Integrity

1.General Provisions

The Regulation on Academic Integrity at the European Medical University (hereinafter referred to as the Regulation) establishes general principles, norms, and rules of academic integrity for students pursuing higher education (hereinafter referred to as Students) in compliance with the requirements of the educational process and for employees of the European Medical University (hereinafter referred to as the University) while performing their official duties, engaging in scientific activities, specifies the procedure for their verification, and outlines norms and rules of professional communication and behavior among participants of the educational process at the University regarding matters of academic integrity and the legal consequences of violations of relevant requirements.

This Regulation is developed in accordance with the requirements of the current legislation of Ukraine: the Constitution of Ukraine, Laws of Ukraine "On Education," "On Higher Education," "On Scientific and Scientific-Technical Activities," "On Copyright and Related Rights," "On Publishing Business," "On Prevention of Corruption," the Civil Code of Ukraine, the Ethical Code of a Ukrainian Scientist, the Ethical Code of a Ukrainian Doctor, the Statute of the University, the Collective Agreement, "Regulation on the Procedure for Financing, Registration, Accounting, Maintenance, and Write-Off of Intellectual Property Rights in the European Medical University," and other regulatory legal acts of current Ukrainian legislation, as well as internal regulatory acts of the University.

The academic community of the University recognizes academic integrity as a fundamental value of the educational and scientific processes and is obliged to adhere to generally accepted ethical norms, moral standards, and standards in the fields of education, scientific research, and educational activities, respect the dignity of individuals working and studying at the University, promote a system of democratic relations among all members of the academic community, contribute to the improvement of the moral and psychological climate in the collective, and direct their actions towards strengthening the authority and positive image of the University.

The system for ensuring academic integrity is an integral part of the internal quality assurance system of higher education at the University and includes:

- Measures aimed at acquainting Students with the concept and requirements of academic integrity.
- Mechanisms for identifying violations of academic integrity by Students.
- Procedure for holding participants of the educational process accountable for academic integrity.

The requirements of this Regulation apply to all employees and Students in the fields of educational, scientific-research, and educational activities and are mandatory for all participants of the educational process at the University, regardless of position and length of service. Employees become familiar with this Regulation upon employment (before signing an employment contract), and Students become familiar with it upon enrollment in the University.

2. Observance of Academic Integrity

Participants of the educational process, in their academic activities, are obliged to adhere to generally accepted moral and ethical norms and rules of conduct, as well as:

- Independently perform educational tasks, tasks of current and final assessment of learning outcomes, except in cases where such tasks involve group work.
- Independently create all results of educational, scientific, and methodological activities in accordance with job responsibilities (monographs, brochures, articles, educational and

methodological manuals, atlases, objects of intellectual property, knowledge control test tasks, speeches, lectures, speeches, computer programs, databases, audio and video recordings, illustrations, collections of works, encyclopedias, anthologies, translation texts, etc.).

- Cite sources of information when using ideas, developments, claims, or information.
- Comply with the norms of the Constitution and laws of Ukraine.
- Adhere to the legislation on copyright and related rights.
- Provide accurate information about the results of your own educational (scientific, creative) activities, research methodologies used, and sources of information.
- Faculty members must monitor Students' adherence to academic integrity and objectively evaluate the results of their learning.

Documents subject to verification at the University are checked using technical means and special software. In case of disagreement regarding the identification of plagiarism (compilation) in a work, the author has the right to submit a written appeal within a specified period from the moment of detection. Afterward, an appeals commission consisting of leading experts of the University in the relevant field is formed, which generates conclusions based on the appeal.

3. Types of Violations of Academic Integrity and Responsibility for Violations

Violations of academic integrity at the University are considered to be:

- **Academic plagiarism** - the publication (partially or in full) of scientific results obtained by others as the results of one's own research and/or the reproduction of published texts of other authors without attribution.
- **Academic bribery** - providing (receiving) funds, property, services, benefits, or any other material or non-material advantages to participants of the educational process with the aim of gaining an unlawful advantage in the educational process.
- **Academic fraud** - falsifying signatures in official documents (statements, grade books, records, reports, agreements, etc.), undergoing knowledge control procedures with substituted individuals.
- **Unfair assessment** - deliberately inflating or deflating the evaluation of learning outcomes for Students.
- **Deception** - providing knowingly false information regarding one's own educational and/or scientific activities or the organization of the educational process. Forms of deception include, among others, academic plagiarism, self-plagiarism, fabrication, falsification, and cheating.
- **Self-plagiarism** - publishing (partially or in full) one's own previously published scientific results as new scientific results.
- **Cheating** - completing written assignments using external sources of information not allowed for use, especially during the evaluation of learning outcomes.
- **Bribery** - providing (receiving) funds, property, services, benefits, or any other material or non-material advantages to participants of the educational process with the aim of gaining an unlawful advantage in the educational process.
- **Fabrication** - inventing data or facts used in the educational process or scientific research.
- **Falsification** - deliberately changing or modifying existing data related to the educational process or scientific research.

Types of academic responsibility for violations of academic integrity by scientific and pedagogical staff at the University include:

- Refusal to award an academic degree or confer an academic title.

- Deprivation of an awarded academic degree or conferred academic title.
- Deprivation of the right to participate in the work of specific bodies as defined by law or to hold specific positions as defined by law.
- Refusal to confer or deprivation of an awarded pedagogical title or qualification category.
- Refusal to proceed with the subsequent stages of dissertation defense.
- Refusal to publish the results of scientific research and educational-methodical work.
- Other types of administrative and/or disciplinary responsibility in accordance with the current legislation.

4. Procedure for Detecting and Establishing Violations of Academic Integrity by Students

In case of detecting violations of academic integrity in written assignments, publications, during ongoing or final assessments or examinations, it is necessary to inform the Student about the time, place, and procedure for establishing the fact of the violation of academic integrity and bringing them to academic responsibility. The issue of establishing the fact of the violation of academic integrity and bringing the Student to academic responsibility is considered by the instructor who conducted the ongoing or final assessment and the head of the department. In case of a final examination, the examination committee handles the matter. The absence of the Student, informed about the time and place of consideration of the issue of establishing the fact of the violation of academic integrity and bringing them to academic responsibility, does not prevent the resolution of this issue on its merits. The Student is notified of the decision made.

The rights of the person against whom an issue of violating academic integrity is raised include:

- Reviewing all materials regarding the verification of the violation of academic integrity and submitting comments on them.
- Providing oral and written explanations personally or through a representative or refusing to provide any explanations.
- Participating in the examination of evidence related to the violation of academic integrity.
- Knowing the date, time, and place of the consideration of the issue of establishing the fact of the violation of academic integrity and bringing them to academic responsibility. Notifications are sent to the head of the department in whose administrative subordination the person is located (the head is obliged to pass on the notification to the person); to the person's phone number; and can also be sent to the email address provided by the participant in the educational process. The person is considered to have received the notification from the moment of its sending.
- Challenging the decision to bring them to academic responsibility to the University body authorized to consider such appeals or to the court.

Scientific and pedagogical staff members are responsible for monitoring compliance with academic integrity by Students in the educational process and scientific activities. Control over the academic integrity of the Student when performing ongoing and final assessments and examinations is provided by the department (examination committee).

In this regard, the verification of tasks completed by Applicants for current and final control is carried out using plagiarism checking services at the University if necessary (for example, if the Applicant disagrees with the grade assigned for the completed tasks during the review of the relevant appeal).

Compliance with academic integrity by the Applicant when writing qualification papers and dissertations is ensured by the academic supervisor (consultant) and the person responsible for

checking qualification papers for compliance with academic integrity requirements according to the 'Regulation on Intellectual Property of Participants in the Educational Process at the European Medical University.'

In the event that the department (faculty) receives information about violations in an article, conference abstracts, or other scientific event, competition work, or any scientific or educational work of the Applicant, the department (faculty) forms a commission to verify such information.

The detection of fraud or bribery is reported to the dean of the faculty or the rector (first vice-rector, vice-rector for scientific work, vice-rector for scientific and pedagogical work, vice-rector for educational and methodical work). In case the violation contains signs of a criminal offense, the information is transmitted to the National Police of Ukraine.

5. ESTABLISHMENT OF FACTS OF ACADEMIC MISCONDUCT AND ATTRIBUTION OF EDUCATIONAL PROCESS PARTICIPANT TO ACADEMIC RESPONSIBILITY

In case of violation of the requirements of this Regulation (or based on the results of the consideration of the relevant memorandum from the dean of the medical faculty), a **Commission on Academic Integrity Issues** (hereinafter - the Commission) is established by the University's order of the rector.

In its work, the Commission is guided by the Constitution of Ukraine, the Law of Ukraine 'On Higher Education,' other current legislative acts, the University's Statute, and other internal documents of the University.

The Commission includes: the vice-rector for scientific work (when considering issues related to the scientific work of University staff), the vice-rector for scientific and pedagogical work or the vice-rector for educational and methodical work (when considering issues related to the educational and methodical work of University staff), the dean of the medical faculty, representatives of the Student Self-Government bodies, leading experts in relevant fields of activity. The Commission is chaired by the respective vice-rector.

The Commission:

- receives and reviews statements regarding violations of the requirements of this Regulation;
- provides proposals to the University administration regarding the imposition of appropriate sanctions for violations of academic integrity;
- develops methodological recommendations for checking scientific, educational and methodological, qualification, and other works for academic plagiarism using software and technical means;
- selectively (as well as purposefully at the reasoned request of the heads of University structural units) checks scientific and scientific-methodical works of participants in the University's educational process for plagiarism, providing conclusions;
- informs the participants of the University's educational process about the most reliable software products for checking academic plagiarism;
- resolves disputed issues related to the interaction of participants in the educational process within its competence;
- provides consultations to participants in the University's educational process regarding in-depth verification of scientific works, detecting rewriting, checking the uniqueness of drawings, schematic images, and so on.

Any person who has become a witness or has **reasonable grounds** to believe that a violation of the provisions of this Regulation by an Applicant has occurred must inform the Dean of the Medical Faculty.

Any person who has become a witness or has **reasonable grounds** to believe that a violation of the provisions of this Regulation by pedagogical, scientific, or pedagogical (scientific) staff members of the University has occurred must inform the head of the relevant department or the Vice-Rector for

Scientific Work (Vice-Rector for Scientific and Pedagogical Work), who are authorized to submit such notifications for consideration by the University Commission.

Unfounded notifications (complaints, statements) submitted to the Commission may be regarded by it as violations of the provisions of this Regulation (violations of moral and ethical norms of interaction in the educational process, libel), which does not exclude the applicant's accountability under the requirements of this Regulation.

Notifications regarding the establishment of a violation of academic integrity by an Applicant are made in the form of a submission addressed to the Dean of the Faculty. The Dean makes a decision regarding the accountability of the Applicant for academic integrity and prepares the submission and the corresponding draft order addressed to the University Rector. If the Dean cannot make a decision regarding the accountability of the Applicant for academic integrity, the case is forwarded to the Commission with relevant accompanying documents.

Types of accountability for violations of academic integrity by Applicants:

- Warning;
- Repeated assessment (test, exam, credit, etc.);
- Repeated completion of the relevant educational component of the educational program:
- The teacher (examination committee) records a 'not admitted' mark in the performance record (protocol) if the Applicant refuses to pass a repeat course in the following academic year.
- Cancellation of assessment results:
- If the assessor (department teacher) suspects that the Applicant taking the exam is using unauthorized aids, they have the right to propose actions to refute the suspicion. If the Applicant taking the exam refuses the assessor's proposal, their result is assessed as '0' points ('unsatisfactory').
- If the Applicant attempting to influence the assessment result by cheating, using unauthorized aids, or seeking external assistance (fraud), their result is assessed as '0' points ('unsatisfactory').
- If the Applicant violates the examination procedure, the assessor has the right to decide to terminate the procedure. In this case, the examination is assessed as 'unsatisfactory' (0 points).
- Revocation of previously granted tuition fee privileges;
- Disqualification from taking the final knowledge assessment in the discipline;
- Expulsion from the group of University Applicants:
- If a violation that results in the expulsion of an Applicant is discovered during the final certification, the examination committee records 'not admitted' in the protocol.

Types of accountability for violations of academic integrity by University staff:

- Refusal to award an academic degree or confer an academic title;
- Prohibition on including already published works in the list of scientific publications when plagiarism is established in these works;
- Revocation of an awarded academic degree or conferred academic title;
- Disqualification from participating in the work of legally established bodies or holding positions as prescribed by law;
- Refusal to award or revocation of an awarded pedagogical title or qualification category;
- Refusal to proceed with subsequent stages of defending a dissertation;
- Publications (release) of the results of research, educational and methodological work.

- Reprimand;
- Withdrawal of bonuses;
- Dismissal from the position;
- Other types of administrative and/or disciplinary accountability in accordance with the current legislation.

Meetings of the Commission are held within one working week from the date of receipt of the application. The applicant is notified of the date and time of the meeting at least two days before the meeting. If the applicant does not attend the Commission meeting, the matter is considered in their absence. If additional information is required, Commission meetings may be held in several stages with a break of up to three working days.

Decisions regarding established violations of academic integrity by participants in the educational process and their accountability become effective:

- If they have been appealed to the University Commission on Academic Integrity Issues or in court, and the appeal (or lawsuit) has been denied.
- From the date of adoption of the decision by the University Commission on Academic Integrity Issues (or from the date of the court's decision to dismiss the lawsuit).
- If they have not been appealed to the University Commission on Academic Integrity Issues or in court.
- From the date of the expiration of the appeal period.

Decisions regarding established violations of academic integrity and accountability that have become effective are published in publicly accessible sources (University website, notice boards, etc.).

Any participant in the University's educational process has the right to contact the Commission for consultation or to propose suggestions and amendments to this Regulation.

The Commission may consider issues related to the presence of academic plagiarism in the scientific and educational achievements of participants in the University's educational process, dissertations, and abstracts on its own initiative.

Doubts arising among Commission members are interpreted in favor of the person whose work is being considered by the Commission.

6. APPEAL OF DECISIONS REGARDING THE ESTABLISHMENT OF A VIOLATION OF ACADEMIC INTEGRITY AND IMPOSITION OF ACADEMIC RESPONSIBILITY ON A STUDENT

It is possible to appeal the decision regarding the establishment of a violation of academic integrity and the imposition of academic responsibility on a student within three working days from the moment the student is notified of the decision of the department (faculty) regarding the establishment of a violation of academic integrity and the imposition of academic responsibility.

The procedure for submitting an appeal is as follows:

- An appeal must be submitted in writing to the Chair of the Commission on Academic Integrity of the University through the dean's office of the medical faculty.
- The appeal should include: the student's last name, first name, patronymic; all contact information; faculty, year of study, specialization, educational program; the decision of the department (faculty) being appealed; the grounds for challenging the decision with justification and relevant objections; the request of the person submitting the appeal; a list of documents and other materials attached to the appeal.

- An appeal may be submitted by the person who is filing it or by their representative. If the appeal is submitted by a representative, a power of attorney or other document authorizing the representative must be attached.
- The appeal must be considered within three working days from the date of submission.
- The review of appeals is conducted openly in the presence of the student and/or their representative. **The absence of the student and/or their representative, who have been notified of the time and place of the meeting, cannot be an obstacle to the review of the appeal.**
- The decision of the Commission on Academic Integrity of the University is made in the absence of persons who are not members of the Commission.

Based on the review of the appeal, the Commission may make the following decisions:

- Uphold the appeal and annul the decision of the department (faculty) regarding the establishment of a violation and the imposition of academic responsibility.
- Modify the decision of the department (faculty) regarding the establishment of a violation and the imposition of academic responsibility.
- Reject the appeal.

Decisions of the Commission are documented in the form of a meeting protocol, which is signed by the Chair of the Commission and the secretary and takes effect from the date of adoption. The protocol must provide grounds for the decisions made. A copy of the protocol is sent to the student or their representative.

Appealing the decision regarding the establishment of a violation of academic integrity and the imposition of academic responsibility in a legal procedure can be done in accordance with the requirements of the current procedural legislation of Ukraine within three working days from the date of notification of the student of the department's (faculty's) decision regarding the establishment of a violation of academic integrity and the imposition of academic responsibility.

7. PREVENTION OF ACADEMIC MISCONDUCT

To prevent violations of the principles, norms, and rules of academic integrity at the University, the following preventive measures are used:

- Informing students and University staff about the need to adhere to the rules of academic integrity, professional ethics, and the norms of this Regulation when performing official duties, engaging in scientific activities, and meeting the requirements of the educational process.
- Conducting seminars with students on information activities of the University, the correctness of writing scientific and educational works, rules for citing sources, and referencing.
- Familiarizing students and University staff with the requirements of this Regulation.
- Strengthening the control of heads of departments, academic supervisors, and members of examination committees over the correct citation of sources when borrowing ideas, statements, information, etc.
- Checking relevant works and documents for academic plagiarism.
- Expert evaluation and/or technical verification (using specialized software) for signs of academic plagiarism in dissertations prepared for defense, scientific and educational publications, and so on.

8. FINAL PROVISIONS

Control over the implementation of this Regulation is carried out by the University officials within the scope of their powers established in job descriptions. Ignorance or misunderstanding of the norms of this Regulation is not a justification for violations of its requirements.

Changes and additions to this Regulation are considered and approved by the Academic Council of the University and are put into effect by the order of the University Rector in accordance with the established procedure.

The previous version of the Regulation becomes void from the date of implementation of the new version.