MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
Sumy State University

ACADEMIC INTEGRITY CODE

1. GENERAL PROVISIONS

The experience of developed countries regarding systemic approaches to fighting academic dishonesty in all kinds of educational and research activities indicates the urgent claim to publicly define and accept principles of academic integrity, which will lay down foundation for positive changes in public consciousness and constitute an important step in comprehensive implementation of high quality standards in tertiary level education in Ukraine.

The Academic Integrity Code (hereinafter referred to as "Code") of Sumy State University (hereinafter referred to as "University", "SSU") defines universally recognized standards which students as well faculty and other categories of employees (hereinafter referred to as "employees", "staff") are obliged to stick to in variety of educational and research settings, pledging adherence to the basic moral and legal standards of ethical academic conduct.

Along with the SSU Corporate Culture Code and other documents that regulate the University academic integrity policies, this Code guarantees adherence to the principle of intolerance towards violating the norms of academic integrity and ethics of academic conduct.

The Code content complies with:

− the laws of Ukraine "On Education", "On Higher Education", "On Research and Research and Technical Activity", "On Copyright and Related Rights";

− legislative and regulatory framework of the Cabinet of Ministers of Ukraine;

− instructions and recommendations from Ministry of Education and Science of Ukraine;

− other documents that constitute national regulatory framework.

The Code content relies on information retrieved from the following open-access electronic resources:

− websites (including regulatory frameworks) of Ukrainian and foreign universities, national and international institutions and associations;

− academic periodicals;

− national and international opinion polling data, etc.

Suggestions from University students and employees have also been taken into consideration.

2. KEY CONCEPTS, PRINCIPLES AND FUNDAMENTAL VALUES OF ACADEMIC INTEGRITY AND ETHICS OF ACADEMIC CONDUCT

Author – an individual who has produced a piece of creative work.

Academic integrity – a set of ethical principles and legally designated regulations which serve guidelines for all involved in academic processes (studying, teaching and carrying out research / creative work) and committed to ensure reliability of learning and research outcomes.

Ethics of academic conduct – a set of moral regulations established and recognized by academic communities for students and university employees to follow.

Illustrative borrowing / illustrative borrowing – reproduction of images from original sources.

(A piece of) work / writing / paper – a script resulting from academic activities of a particular person (or a group of authors in co-authorship) submitted in paper format or presented in electronic form on the Internet (a monograph, a textbook, a study guide, an article, an abstract, a preprint, a dissertation abstract and a dissertation manuscript, Master's or Bachelor's work, course work or a project, a report, an essay, a test etc.).

Text loan / text borrowing – word-for-word reproduction of the source text.

Authenticity of a written text (*work, material*) – presentation of texts, tables, illustrative materials in the written script (work, material) without text loans or paraphrases.

Quotation – a comparatively brief extract from literary, research or any other source (including the one promulgated on the Internet) used by an author to make own statements clearer or to cite another author's views in the authentic statement, with reference to the primary source and its author being mandatory.

Paraphrase – presentation of the primary source text in one's own words.

Primary source – a direct source of certain data or original seminal work (other authors' published text) which contains primary information.

The main principles and fundamental values of academic integrity and ethics of academic conduct are as follows:
- *trustworthiness* – employees and students' commitment to moral principles and standards which impede dishonesty;
- *honesty and respectability* – systematic avoidance of academic dishonesty manifestations in educational and research activities;
- *truthfulness* – striving for verity, free and transparent sharing of knowledge, its continuous acquisition and enrichment;

- *transparency* – information accessibility and publicity that requires all the actors of the educational and research process to act openly, predictably, clearly and within the law;
- *legitimacy* – requirement for all actors of the educational and research process to abide by the law and inspire others to do so;
- *respect* – due regard to one's ideas, dignity, physical and mental health for the benefit of team-spirit and collaboration with other actors of the educational and research process;
- *trust* – confidence in each other's honesty and virtues shared by all actors of the educational and research process, ability to rely on each other without fear that their results can be stolen and career or reputation damaged;
- *courage* – ability to stand up for decent behavior and sharing academic integrity ideas in the face of outside pressure;
- *fairness* – objective and unbiased treatment of actors of the educational and research process without any discrimination and dishonesty;
- *accountability* – requirement for all actors of the educational and research process to exercise the power delegated to them without excess or dishonesty;
- *equality and social fairness* – equal access to academic activities regardless of race, sex or gender identity, sexual orientation, ethnic, social or national background, state of health, disability;
- *democratic management* – the type of management based on ethical performance of the university executive staff at various levels and involving all relevant actors of the educational and research process in making managerial decisions*;*
- *self-improvement and system improvement* – commitment of all actors of the educational and research process to make utmost efforts targeting to continuously improve educational system, specifically through staff continuing professional development;
- *responsibility* – ability to be accountable for the outcomes of one's academic performance, to resist manifestations of academic dishonesty, to set example of decent academic conduct;
- *expertise and professionalism* – maintaining the highest level of professional competence by each actor of the educational and research process.

3. TYPES OF ACADEMIC DISHONESTY AND VIOLATIONS OF ACADEMIC INTEGRITY AND ETHICS

Listed below are most common violations of academic integrity in educational and research activities.

– Academic plagiarism − the deliberate purloining of someone else's work (text or ideas) either completely or partially by the writer who is not the author of this work, without proper referencing to the primary source.

The main types of academic plagiarism are as follows:

- *cloning* − the act of submitting and/or publishing another person's text and/or image word-for-word, claiming it to be the writer's own piece of work;
- *CTRL-C* − a written piece of work that contains significant portion of the text retrieved from a primary source without any alterations;
- *find-replace* − the act of changing keywords and phrases but retaining the essential content of the primary source in a writer's paper;
- *remix* – the act of paraphrasing from other sources and making the content fit together seamlessly;
- *hybrid* − the act of a writer's combining perfectly cited sources with plagiarized passages without referencing to the primary source;
- *patchwriting / mashup* – usage of a mix of materials pirated from several different sources;
- *invalid source(s) / 404 error* – a text containing reference to non-existent sources or inaccurate citations from primary sources;
- *aggregator* − a text and/or image that contains proper citation or reference but lacks author's personal contribution (relates solely to the research in which author's contribution is a fundamental component of research authorship);
- *retweet* – a piece of writing containing proper citation or referencing but in fact copying the original wording and/or structure of a source text.

  – *S*elf-plagiarism / recycle − promulgation of the author's own previously published work or its part or using them in the other context without referring to the primary source.

  – Fabrication – making up data or facts used in educational and/or research activities;

  – Falsification − deliberate modification of existing data related to education and/or research.

  – Cheating − using unauthorized tools, devices and materials to complete written assignments during assessment procedures.

- Corruption – giving/gaining or suggesting giving gaining money, property, services, privileges or any other benefits aiming to obtain an improper advantage over other actors of the educational and research process;
- Deceit – providing designedly false information about one's academic (research, creative) activity or organization of educational process.
- Biased assessment − deliberate upward or downward grading bias; informing students about the assessment system untimely; using the assessment system that does not correspond to the subject, its syllabus aims and objectives, topic(s) studied or instruction practices employed; lack of transparency and clear assessment criteria.

While engaging in educational and research activities it is prohibited that students or university staff should commit actions which will result in violating academic integrity / academic conduct ethics, such as:
- forging signatures in official documents;
- using family or business relationships to obtain higher / more positive rating during summative assessment or gain any benefits in conducting research;
- obtaining results of educational and research activities from other people or organizations with subsequent submission of these results as their own;
- providing reviews for research or any other academic work without thorough reviewing and examining;
- academic sabotage − causing harm, spoiling, delaying or adding unnecessary complexity/constraints to other people's educational or research work; falsifying or wasting data deliberately; slowing down the process of reviewing the author's work so that its results could be used for ones' own purposes, etc.;
- including in the list of authors or project contractors individuals who did not contribute to the research/project outcomes;
- committing actions in the situation of a real conflict of interests;
- ignoring the alleged violations of academic integrity by other individuals or committing actions aimed at concealing the violation;
- using blackmail or bribery;
- nepotism, exceeding the limits of authority, "professional dishonesty" − the use of family relationship or employment status to gain benefits in the educational, non-educational, research or administrative fields;
- influencing the results of students' polling surveys aimed to evaluate the quality of instruction;
- using proscribed items (e.g. cheat sheets, synopses, etc.) and technical devices (microns of earphones, phones, smartphones, tablets, etc.) in assessment of learning outcomes;

- simulating ill health to avoid assessment of learning outcomes;
- having figureheads to undergo assessment;
- submitting or presenting a pieces of work whose content is identical to the results obtained by a different individual;
- writing a different individual's variant of an assessment task;
- students' cooperative work targeted at gaining mutual benefit (except for the cases when collaboration is specified in the subject syllabus);
- committing actions aimed at illegally gaining pre-knowledge of the summative assessment materials;
- using a system of hidden signs (sound signals, semiotic signs, gestures, etc.) at the summative assessment events with only one variant of the task available;
- forced charitable contributions and forced labor − compelling students to pay money or perform some work threatening to intentionally harm their interests and rights in personal life, academic activities or other matters;
- manipulation of authorship or disregard for the role of other researchers in a publication;
- selective citation to please editors, reviewers or colleagues;
- allowing sponsors to jeopardize independence of research process or to communicate research results so that to formulate or disseminate a biased view of the research;
- optional extension of research bibliography;
- malicious accusation of a researcher for violating the principles of academic integrity;
- distorting research achievements;
- exaggerating importance and practical significance of findings;
- creating or supporting journals and publishers that undermine the authority of research ("predatory" journals and publishers);
- borrowing results from other research groups;
- stealing research results within one research group.

The above list is not exhaustive since it does not cover all actions that may contain signs of violation of academic integrity and ethics of academic conduct.

4. ADHERENCE TO PRINCIPLES OF ACADEMIC INTEGRITY AND ETHICS OF ACADEMIC CONDUCT

4.1 Adherence to principles of academic integrity and ethics of academic conduct by all categories of students and university employees is compulsory and entails the following:

- compliance with the current legislation in education, science and intellectual property;
- compliance with the corporate culture and respect for other actors of academic activities;
- preventing manifestation of academic dishonesty on the part of other employees and students;
- mandatory correct referencing to sources of information in case of using borrowed ideas, statements, data;
- immediate notification of instances of academic integrity violation to the authorized bodies (officials) of the university (depending on corporate hierarchy and type of violation);
- responsibility for violating principles of academic integrity and ethics of academic conduct.

4.2 In addition to paragraph 4.1, for *students* adherence to the principles of academic integrity and ethics of academic conduct entails the following:
- completing academic assignments, formative and summative assessment tasks independently. Regarding disabled individuals this requirement is applied pertaining to their specific educational and personal needs and capabilities;
- providing reliable information on the results of their educational / research / creative activities, research methods employed and sources of information used.

4.3 In addition to paragraph 4.1, for *employees* adherence to the principles of academic integrity and ethics of academic conduct entails the following:
- honest reporting on research methods and findings, data sources and one's own educational / research / creative work;
- overseeing and monitoring students' adherence to principles of academic integrity;
- objective, transparent, fair and unbiased assessment of students' performance;
- counteracting conformism, advocating freedom of researcher's viewpoint, condemning censorship of research creativity.

5. RESPONSIBILITY FOR VIOLATING ACADEMIC INTEGRITY AND ETHICS OF ACADEMIC CONDUCT

5.1 The following academic sanctions can be imposed on *students* for violating principles of academic integrity and ethics of academic conduct:
- lower grading of a particular piece of work submitted, test, exam, etc.;

- repeated assessment (requirement to submit another piece of work, resit a test or an exam, etc.);
- extra assessment measures (additional individual assignment, additional assessment of all pieces of work under student's authorship, additional tests, etc.);
- repetition of a particular course;
- depriving of academic scholarship or tuition fee privileges provided by the university;
- revoking the right to apply for grants;
- reporting on violation cases to the person who sponsors studying or research, the institution that issued a grant for studying or research, potential employers, student's parents;
- limiting involvement in research up to excluding from the research/ project team;
- revoking the right to participate in academic scholarship ranking or limiting participation by penalty charging in this ranking,
- reprimand placed in student's personal records;
- expulsion from the university.

5.2 The following academic sanctions can be imposed on the university *employees* for violating principles of academic integrity and ethics of academic conduct:
- warning;
- dismissal;
- depriving of the right to vote in the university collegiate bodies or limiting the right to participate in the work of such bodies for a certain period;
- depriving of the right to apply for research funding, scholarships, grants and participation in academic projects;
- depriving of the right to take up statutory positions;
- depriving of honorary titles, awards, scholarships, etc. awarded by the university;
- declining applications for awarding academic degree or title;
- cancelling the awarded academic title / degree / rank and qualification category.

5.3. Cases of violating principles of academic integrity and ethics of academic conduct by students and employees can serve ground for claiming their disciplinary, civil, administrative or criminal liability in accordance with the statutory regulations. Holding a person accountable for violating academic integrity principles and ethics of

academic conduct can be executed irrespective of and/or alongside with any other type of breaches the person is found liable for.

6. FINAL PROVISIONS

The Code is subject to discussion and approval by University Academic Council. Amendments to the Code are introduced and passed likewise. Students and employees demonstrate their familiarity with the Code and agreement to adhere to its principles by signing Declaration of Adherence to Academic Integrity Principles in their personal electronic accounts (see Appendix 1 for Student's Declaration, Appendix 2 – for Employee's Declaration).

The Code is added to the electronic registry of the current regulatory framework of the University quality management system, which is part of the "General information" section of the University official website.