

Approved by  
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National University  
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## **Regulations on Academic Integrity at Lviv Polytechnic National University**

### **1. General provisions**

1.1. The Regulations on Academic Integrity at Lviv Polytechnic National University (hereinafter the Regulations) enshrine moral principles, norms and rules of ethical conduct, professional activity and professional communication of the academic community of Lviv Polytechnic National University (hereinafter the University).

1.2. The Regulations are based on the Constitution of Ukraine, Laws of Ukraine "On Education", "On Higher Education", "On Protection of Public Morality", "On Scientific and Scientific-Technical Activity", "On Copyright and Related Rights", "On Publishing", "On Prevention of Corruption", the Civil Code of Ukraine, the Statute of Lviv Polytechnic National University, the Internal Regulations of the University and Dormitory, the principles based on which the Collective Agreement is concluded, and other applicable laws and regulations of Ukraine and regulations of the University.

1.3. The Regulations are aimed at maintaining high professional standards in all University areas (educational, research, pedagogical, etc.), establishing academic virtues and preventing academic integrity violations.

1.4. The Regulations norms establish the rules of ethical conduct in three main areas – educational, research and pedagogical.

1.5. These Regulations apply to and are binding for the entire academic community of the University.

### **2. Concept, principles and norms of academic integrity**

2.1. Academic integrity is defined as a set of ethical principles and rules of conduct for the participants (actors) of the educational process, aimed at the formation and development of independent and responsible personality, able to solve problems at the education level in compliance with the law and public morality.

2.2. The academic integrity policy at the University is based on the principles of the rule of law, democracy, legality, justice, tolerance, scientific integrity, professionalism, partnerships and mutual assistance, mutual respect and trust, openness and transparency, responsibility.

2.3. Maintaining academic integrity by academic staff and degree seekers means:

- observing the provisions of the Constitution of Ukraine; current legislation of Ukraine in the field of education and higher education and other norms of the Ukrainian law; regulations of the University;
- following generally accepted ethical norms;
- patriotic devotion to Ukraine and the University;
- preserving national and cultural traditions, multiplying scientific and spiritual treasures of the University;
- principled response to all breaches of these Regulations;
- mutual respect of all participants in the educational process and academic community, regardless of age, gender, health status, citizenship, nationality, religion, philosophical beliefs, social status and other characteristics;
- democratic relations between representatives of the academic community;
- objective assessment of knowledge and skills of degree seekers;
- quality performance of functional responsibilities;
- compliance with the requirements of scientific integrity in all types of scientific and educational activities;
- non-disclosure of confidential information, information with limited access and other types of information in accordance with the requirements of the legislation in the field of information activity and citizens' appeals;
- control over maintaining academic integrity by degree seekers;
- avoiding actions based on by private interest and conflict of interest;
- using only verified and reliable sources of information in educational or research activities and making reference to them;
- avoiding falsification or fabrication of information, research findings with their subsequent use in research papers (course papers, theses, dissertations, reports);
- eliminating bribery for obtaining any benefits in educational or research activities;
- liability for breaching academic integrity;
- informing the University Administration about receiving for execution decrees or instructions that are illegal or threaten the legally protected rights, freedoms or interests of individual citizens, legal entities, state or public interests.

2.4. Forms of academic dishonesty include:

- academic plagiarism;
- academic fraud;
- ghost-writing academic texts (tests, term papers, theses (Bachelor's, Master's), dissertations and academic literature);
- academic falsification and fabrication;
- publication of fictitious research findings, any data on the educational process;

- attribution of joint research findings to one person or certain individuals without the consent of other co-authors or inclusion of the people who did not take part in the research in the list of co-authors of a research or methodological paper;
- academic deception;
- academic bribery;
- conflict of private interests and the interests of the University and academic community;
- private interests.

2.4.1. Academic fraud includes the following practices of the educational process participants: - the use of research sources without reference to them; - cheating and using prohibited reference materials or printed and technical means during tests; - impersonation, whereby another person than the student assigned an exam completes it; - representing the work performed by someone else as your own (laboratory reports, tests, assignments, course papers, theses, etc.); - another publication of the research findings which have been already published before.

2.4.2. Academic deception means intentionally providing false information about your own academic (scientific, creative) activity or organization of the educational process.

2.4.3. Academic bribery is an act of giving (receiving) or a proposal to give (receive) funds, property or services of tangible or intangible nature in order to obtain illegal benefits in the educational process. Unlawful benefits are money or other property, benefits, privileges, services, intangible assets, any non-financial or other than money benefits that are promised, offered, provided or obtained without legal grounds.

2.4.4. A conflict of private interests and the interests of the University and academic community – private interests in the field in which official or delegated powers are executed, which may affect objectivity or impartiality of decisions or actions while exercising these powers.

2.4.5. Private interests are any financial or non-financial interests of a person, including those which are associated with personal, family, friendly or other private relations with individuals or legal entities, including those arising in connection with membership or activity in public, political, religious or other organizations.

## **2.5. Norms and rules of academic integrity for academic staff:**

2.5.1. Respect the rights and freedoms of students and colleagues in accordance with Ukrainian and international legal norms, public morals and professional ethics.

2.5.2. Be a bearer of morality, its exponent and defender, maintain cultural values, professionalism and a healthy lifestyle.

2.5.3. Maintain the principles of academic freedom and responsibility in pedagogical, research and educational practices.

2.5.4. Act openly and transparently in all spheres of university life.

2.5.5. Constantly improve your professional, intellectual and cultural level, show initiative, responsible attitude and creative approach to the performance of official duties, pass on your experience to colleagues.

2.5.6. Strengthen the culture of scientific integrity in all types of scientific practices, adhering to ethical standards. Recognize the responsibility for a possible danger to an individual, society, economy or environment that may result from the application of new unverified scientific knowledge.

2.5.7. Ensure impeccable honesty and transparency at all stages of scientific research, consider unacceptable all manifestations of plagiarism, plagiarism itself, fabrication and falsification of data.

2.5.8. Apply innovative pedagogical technologies aimed at the harmonious combination of worldview, communication and competence aspects, development of active intelligence and social usefulness of the individual.

2.5.9. Scientifically substantiate the use of virtual technologies in the educational process, prevent manifestations of harmful effects on human consciousness, exploitation of human intellect and substitution of true knowledge by virtual interests.

2.5.10. Create flexible scientific and educational programmes and courses adapted to modern information and communication technologies and business practices, adhering to the principle of information value and ethics.

2.5.11. Conscientiously conduct every lesson at a high professional level and prevent violations of academic integrity, adhering to pedagogical tact. Develop a spirit of mutual understanding and friendliness in the classroom.

2.5.12. Assess students' knowledge objectively, without personal hostility, influence of family, friends or officials.

2.5.13. Respect students' opinions and support their proposals aimed at promoting academic virtues. Support students in scientific endeavours and help them to disclose their scientific potential.

2.5.14. Do not create favourable conditions for students in classes or exams to cheat, use unauthorized materials, or falsify data during exams, tests, and thesis defence.

2.5.15. Conduct educational work, educate modern professionals on the principles of humanism, pluralism and patriotism.

## **2.6. Norms and rules of academic integrity for degree seekers**

2.6.1. Fulfil your vocation as a student, a graduate student of the university, master the specialty and be useful to society.

2.6.2. Bear with dignity the name of a student, a graduate student of the University, represent the educational institution, protect its honour and promote its positive image.

2.6.3 Conform to the principles of academic freedom, intellectual independence and responsibility. Introduce initiatives aimed at improving educational practice,

humanizing the educational process and organizing the inner life of the academic community.

2.6.4 Demonstrate honesty in all aspects of educational process: adhere to the academic schedule, complete tests and examinations in due time, complete theses.

2.6.5. Avoid manifestations of academic dishonesty: requests for assistance, providing or receiving assistance from third parties completing any type of final examination; slandering other students and teachers; using family or business ties to get a positive or higher grade; cheating in tests, module tests, final tests, or examinations.

2.6.6. Do not offer illegal remuneration to teachers when evaluating the results of educational, qualification, research tasks, etc.

2.6.7. Avoid misinterpretation of collectivism during tests or examinations. Do not copy reports, laboratory reports, computer programs, course projects (papers), etc. from other students.

2.6.8. Preserve a culture of scientific integrity in the implementation of all types of scientific practices, avoid plagiarism in research papers and theses.

2.6.9. Do not make arbitrary audio or video recordings of lectures.

2.6.10. Respect a lecturer as a person, a personality, a teacher and cooperate to promote academic virtues, development of scientific and educational innovations and protection of public morals.

2.6.11. Develop leadership qualities, teamwork skills, spiritual and information mobility.

2.6.12. Adhere to the standards of conduct and communication, maintain moral and ethical principles and standards, civilized worldview approaches and norms.

2.6.13. Be collected, tidy, noble in daily life and maintain a proper appearance.

2.6.14. Create and maintain a favourable moral and psychological climate in the student environment, be tolerant.

2.6.15. Show proactive attitude; keep active in all spheres of the academic community life of the University.

2.6.16. Treat the property of the University and its infrastructure with care, maintain cleanliness and order on the premises of the University and dormitory.

### **3. Rules of procedure for the Academic Integrity Committee**

3.1. In order to implement the provisions of these Regulations, the University establishes the Academic Integrity Committee (hereinafter - the Committee).

3.2. The Committee shall receive and consider appeals concerning violations of these Regulations and submit proposals to the University Administration to take measures in accordance with the current legislation of Ukraine and regulations of the University.

3.3. The Committee shall act in accordance with the Constitution of Ukraine, the legislation in the field of education and higher education, regulations of the Ministry

of Education and Science of Ukraine, the University Statute, Internal University Regulations, other regulations of the University and these Regulations.

3.4. The Committee members are appointed by the decree of the Rector of the University on the proposal of the Academic Council of the University. The Committee serves the term of 3 years.

3.5. The Committee is formed of 7 members who represent educational and research institutes and have been moral authorities of the University for a long period of their scientific and pedagogical work at Lviv Polytechnic National University. If necessary, the Committee shall comprise other members of the academic community who possess the necessary knowledge of the subject matter and can confirm or deny violations.

3.6. Any member of the University's staff or a degree seeker shall report to the Committee on the violation of the provisions of these Regulations, make proposals or additions to them.

3.7. The Committee elects from among its members the Chairman, the Deputy Chairman and the Secretary. The Chairman conducts meetings, signs minutes and decisions, etc. In the absence of the Chairman, his duties shall be performed by the Deputy. The secretary's duties include keeping minutes of meetings, technical preparation of materials for consideration at a meeting.

3.8. The work of the Committee is organised in a form of meetings. The meetings may be regular, held within the timeframe specified in the action plan, and extraordinary, convened if necessary to address operational and urgent issues.

3.9. Decisions shall be adopted by open voting. A decision is considered adopted if it is voted for by at least 50% of the members present at the meeting of the Committee.

3.10. The meeting of the Committee shall be recorded in the minutes signed by the Chairman and the Secretary.

3.11. Any participant of the academic process must report in a written form any violations of the provisions of these Regulations or intentions of such violations to the Chairman or the Secretary of the Committee. The statement must include personal data of the person who reports a violation (name, surname, patronymic, contact details: address, telephone, place of work, position, year of study and group for students, personal signature). Anonymous or incorrectly formed statements shall not be considered by the Commission.

3.12. A person who reports a violation of the Academic Integrity code and the person in respect of whom the violation is being considered shall be invited to the meeting of the Committee.

3.13. Based on the outcomes of the meetings, the Committee prepares reasoned decisions in the form of conclusions on the violation or non-violation of the provisions of these Regulations. These conclusions are of a recommendatory nature and are referred to the Rector for a final decision on the further measures of a moral, disciplinary or administrative nature.

3.14. Powers of the Committee:

- to receive, consider, analyse statements on violations of the provisions of these Regulations and draw relevant conclusions;
- to involve experts in a particular field, as well as to use technical and software tools to establish the facts of the alleged violation of academic integrity;
- to promote the principles of academic integrity and professional ethics of research and academic staff and degree seekers;
- to initiate, conduct and support research on academic integrity, education and research quality;
- to put forward proposals to increase the effectiveness of the implementation of the principles of academic integrity in educational and research activities of the University;
- to propose recommendations and advice on the ways and means of effective compliance with the provisions of these Regulations;
- other powers under the current legislation of Ukraine and regulations of the University.

#### **4. Liability for breaching academic integrity**

Participants of the educational process shall be held liable for violations of the provisions of these Regulations under the current legislation of Ukraine.

#### **5. Prevention of academic dishonesty**

In order to prevent violations of the norms and rules of academic integrity, the University shall take a set of preventive measures:

- familiarizing degree seekers, academic staff and other members of the academic community with these Regulations;
- informing degree seekers, academic staff and other members of the academic community about the requirement to comply with the rules of academic integrity, professional ethics;
- conducting seminars with degree seekers on the information activities of the University, requirements for research and academic papers, referencing and citation rules;
- ensuring by heads of departments, supervisors of (Bachelor's and Master's) theses, members of examination boards correct referencing to sources of information when borrowing ideas, statements, information etc.;
- performing plagiarism check of Bachelor's and Master's theses, expert assessment and (or) technical examination (using specialized software) on academic plagiarism in dissertations submitted for defence, monographs, academic papers in accordance with the Regulations on academic plagiarism checking of theses, dissertations and academic papers submitted for publication in scientific periodicals of Lviv Polytechnic National University.