

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY “CHERNIHIV POLYTECHNIC”

APPROVED BY
Academic council of Chernihiv
Polytechnic National University
31 August 2020 Protocol No. 6

Put into effect by Rector’s Order
No. 26 as of 31 August 2020

PROVISIONS

**on the Commission on Academic Integrity
Chernihiv Polytechnic National University**

Chernihiv 2020

1. General provisions

1.1 Regulations on the Commission on Academic Integrity of the National University "Chernihiv Polytechnic" (hereinafter - the Regulations) determines the order activities of the Commission on Academic Integrity (hereinafter - the Commission), the procedure consideration of cases of violation of the Code of Academic Integrity (hereinafter - Code) of the National University "Chernihiv Polytechnic" (hereinafter - University) participants in the educational process, as well as disciplinary methods impact.

1.2 In its activities, the Commission is guided by the provisions of the Bucharest Declaration on ethical values and principles of higher education in the European region, Constitution of Ukraine, Laws of Ukraine "On Education", "On Higher Education", "On scientific and technical activities ", " On copyright and related rights ", "On Prevention of Corruption", the Civil Code of Ukraine, the Code of Ethics Scientist of Ukraine, the Statute of the University, the Code of Education process at the University, the Code of Internal Quality Assurance educational activities of the University, the Code of Academic Integrity University, Rules of Procedure of the University and others normative legal acts of the current legislation of Ukraine and organizational and administrative documents of the University

1.3 The activities of the Commission are based on the principles of legality, fairness and decency, justice, mutual trust, competence and professionalism, responsibility, partnership and mutual respect, transparency.

2. Purpose and tasks of the Commission

2.1 Commission on Academic Integrity - Collegiate Commissioner governing body of the University, the purpose of which is to promote ethical compliance principles and standards, fundamental principles of academic integrity and resolving ethical conflicts between members of the university community.

2.2 The tasks of the Commission are:

- to promote trust, partnerships between participants educational process, consolidation of the university community;
- to establish a dialogue and reach an agreement through objective and principled discussion of difficult ethical situations;
- advise in situations that cause uncertainty in their ethics, and regarding actions that may lead to violations of the Academic Code integrity;
- provide expert assessments on the ethics of actions and behavior of participants

educational process and recommendations for the application of sanctions for violations Code;

develop recommendations for improving the culture of behavior of participants educational process and dissemination of ethical values, principles and standards academic integrity

3. Composition, structure and powers of the Commission

3.1 The composition of the Commission is approved by order of the Rector of the University. Members of the Commission

work on a voluntary basis.

3.2 The term of office of the Commission is 1 year.

3.3 The composition of the Commission is determined by the Rector's Order.

3.4 Internal or external bodies may be involved in the work of the Commission by agreement experts on the issues under consideration.

3.5 The Chairman of the Commission conducts meetings, signs minutes and decisions, etc. By in the absence of the Chairman, his duties are performed by the Deputy. Powers regarding keeping the minutes of the meeting, technical preparation of materials for consideration at meetings, etc. are carried out by the secretary, who is appointed by the Rector's Order University on approval of the composition of the Commission. The Secretary of the Commission shall take part in its meetings without the right to vote.

3.6 Powers of the Commission:

- receive, consider, analyze applications for violations Code and prepare appropriate conclusions;

- receive, consider, analyze allegations of violations academic integrity and prepare appropriate conclusions;

- receive from all participants in the educational process and structural units

University information and documents necessary for the implementation of their powers;

- to involve experts in one or another field in their work, as well as use hardware and software for reliable installation facts of violation of the norms of academic integrity on the submitted application;

- to carry out information work on popularization of professional principles

ethics and academic integrity of research and teaching staff and applicants for higher education;

- initiate, conduct and support research on the quality of education and scientific activities of the University, including - to carry out annual monitoring the state of academic integrity at the University separately in the context applicants for education and research and teaching staff;
- prepare proposals to improve the effectiveness of ethical implementation principles and principles of academic integrity in educational and scientific activity of the University;
- provide recommendations and advice on ways and means more effective compliance with the Code;
- other powers in accordance with the requirements of current legislation of Ukraine and normative (local) acts of the University.

3.7 The Commission reports to the Scientist at least once a year University Council.

4. Organization of activities and proceedings

4.1 The organizational form of the Commission's work is a meeting. Meetings can be on-duty, held within the timeframe specified in the work plan and extraordinary, that convened if necessary to address operational and urgent issues.

Meetings are considered valid if they are attended by 2/3 of the Commission by positions.

4.2 Any person may file a complaint with the Commission Code, making suggestions or additions.

4.3 Any person who has become aware of reasonable facts of academic misconduct integrity or intent about the possibility of such a violation, should contact

Chairman or Secretary of the Commission with a written statement addressed to its chairman. In a statement the personal data of the applicant must be indicated (name, contact details: address, phone, place of work, position, course, group, personal signature). Anonymous statements or applications made in an incorrect form are not considered by the Commission. Head of Commission is responsible for maintaining the confidentiality of personal data the applicant.

4.4 Upon receipt of a statement of violation of the Code, academic norms integrity or the possibility of such a violation, the Secretary of the Commission shall notify the person in question, the date, time and place of the event meeting of the Commission.

4.5 At a meeting of the Commission, which considers the facts of academic violations integrity, the applicant and the person concerned must be invited the issue of violation of academic integrity is considered.

4.6 Any person in respect of whom a violation of the Code is being considered shall be norms of academic integrity, has the following rights:

- to get acquainted with all the materials of the verification of the establishment of the fact violations of the Code, norms of academic integrity, submit to them remark;
- provide oral and written explanations, other documents, or refuse providing any explanations;
- Participate in the study of evidence of violation of the Code, academic standards integrity.

4.7 The Commission shall take decisions by open ballot. Decision considered accepted if more than half of those present voted for it at a meeting of the members of the Commission. In the event that the votes are equally distributed, on a second ballot shall be held at the same meeting. In case of votes

again distributed equally, the final decision is made by the Chairman of the Commission

4.8 The meeting of the Commission shall be recorded in the minutes, which shall be signed by the Chairman and Secretary of the Commission.

4.9 Based on the results of the case and clarification of all material circumstances,

The Commission shall, within two working days, prepare a written opinion on the existence of or the absence of a violation of the Code for violation or non-violation academic integrity. These conclusions are of a recommendatory nature, submitted to the rector / first vice-rector for further decision on the election appropriate measures of a moral, disciplinary or administrative nature.

4.10 The Commission's opinion should consist of the following parts:

- in the introductory part the date and place of drawing up of the conclusion, participants are specified procedures for considering violations of the Code, academic norms integrity and content of the statement;
- the descriptive part should contain information on the merits of the issue that was considered Commission;
- the motivating part shall indicate the circumstances and evidence taken by the Commission to attention;
- the operative part should contain recommendations for the adoption of the final one decision by the rector of the University.

4.11 If any member of the Commission does not agree with the conclusion, he the right to express a dissenting opinion is granted, which is an integral part of the conclusion.

4.12 The person in respect of whom the issue of violation of the Ethical Code was considered code, norms of academic integrity, acquaint with the conclusion of the Commission that she certifies with her signature

5. Final provisions

5.1 This Regulation shall be approved by a decision of the Academic Council and shall enter into force by order of the Rector of the University.

5.2 Changes and additions to the Regulations are considered and approved

Academic Council of the University and put into effect by order of the Rector of the University.

5.3 Responsibility for updating the Regulations and monitoring their implementation requirements are borne by University officials in accordance with their functional responsibilities.

References

The Regulation is not an original scholarly text and is not claimed by the authors authorship and source. This text is based on existing European and domestic practices, regulations, methodological developments of some institutions of higher education, as well as on the materials and cases of the Ministry of Education and Science Of Ukraine, the National Agency for Quality Assurance in Higher Education, etc .:

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