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Distance Education for Future: best EU practices in response to the requests of
modern higher education seekers and labor market



STANDARD REGULATION ON ACADEMIC INTEGRITY

(in the distance form of higher education)



UNIVERSITÄT
DES
SAARLANDES



Universidad
Rey Juan Carlos



UNIVERSITATEA TEHNICĂ
A MOLDOVEI



CHERNIHIV POLYTECHNIC
NATIONAL UNIVERSITY



PREAMBLE

- The Standard Regulation is not an original text and the compilers do not claim authorship and original source.
- The Standard Regulation was developed within the framework of the Erasmus+KA2 DEFEP project "Distance Education for Future: best EU practices in response to the requests of modern higher education seekers and labor market".
- The Standard Regulation was created on the basis of existing European and domestic practices, regulatory documents, methodological developments of individual institutions of higher education, as well as materials and cases of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance, etc.
- The Standard Regulation takes into account the experience of partner universities in the DEFEP project from Ukraine, Moldova, Germany, Spain, Italy, the results of a sociological survey, an analytical report and a monograph carried out within the framework of the project.

- The Standard Regulation is applicable to the distance form of higher education.
- The Regulation takes into account the peculiarities associated with digital technologies and the remote format of the educational process in the distance learning form. At the same time, the basic principles of the academic integrity policy in a higher education institution described in the Standard Regulation is universal for all forms of higher education.
- On the basis of the Standard Regulation, a higher education institution develops its own Regulation on Academic Integrity (hereinafter referred to as the Regulation) or implements the norms of the Standard Regulation relating to distance higher education into the relevant regulations of the higher education institution.

CONTENT

1 GENERAL PROVISIONS	4
2 VALUES AND PRINCIPLES OF ACADEMIC INTEGRITY	4
3 POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGIES (AI)	6
4 OBSERVANCE AND VIOLATION OF ACADEMIC INTEGRITY	7
5 RESPONSIBILITY FOR VIOLATION OF ACADEMIC INTEGRITY	9
6 MEASURES TO PREVENT VIOLATIONS OF OF ACADEMIC INTEGRITY	10
7 APPEAL LODGING AND CONSIDERATION PROCEDURES	11
8 ANTI-CORRUPTION WARNINGS	12
9 FINAL PROVISIONS	12

1 GENERAL PROVISIONS

1.1. The Regulation on Academic Integrity of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION* (hereinafter – the Regulation) was developed to ensure the fulfillment of the mission of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION* — _____. The Regulation defines general principles, approaches, best practices and responsibility for the dishonest behavior of participants in the educational process during learning, teaching, methodological, scientific, creative, organizational and educational and other activities.

1.1 The Regulation is aimed at ensuring the honor, dignity, mutual respect and trust, equality and tolerance of all participants in the distance education process by adhering to the principles and generally accepted norms of ethical behavior by all academic staff, students, and other persons conducting research or studying on the territory of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION* (hereinafter — the University).

1.2 The Regulation is based on fundamental human and European values, norms and principles, and the provisions of the Bucharest Declaration on Ethical Values and Principles of Higher Education in the European Region, the Constitution of Ukraine, the Laws of Ukraine "On Education", "On Higher Education", "On Scientific, Scientific and Technical Activities", "On Copyright and Related Rights", "On Prevention of Corruption", the Civil Code of Ukraine, the Code of Ethics of the Scientist of Ukraine, the Statute of the University, the Regulations on the organization of the educational process at the University, the Regulations on the internal system of quality assurance of the University's educational activities, the Internal Regulations of the University, other regulatory legal acts of the current legislation of Ukraine and organizational and administrative documents of the University.

1.3 The Regulation is an integral part of the system of quality assurance of higher education and research activities of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION*.

2 VALUES AND PRINCIPLES OF ACADEMIC INTEGRITY

2.1 The human rights and freedoms underlying the principle and mechanism of academic integrity lay the foundation for the formation of an intelligent, knowledgeable and responsible personality, ensure high quality of educational and research results, and stimulate creativity and innovation in society.

2.1 Academic integrity is based on the following fundamental **values**:

- ***honesty*** — adherence to truthfulness in all academic endeavors, ensuring that all work and claims to knowledge are the students' own efforts. In particular, it is realized through adherence to truthfulness in research and publications, not taking credit for other people's ideas and results, and using correct citation and references;

- ***diligence*** — demonstration of commitment and diligence of all parties in the implementation of the educational process, emphasizing the importance of hard work and dedication to scientific activity;
- ***courtesy*** — promoting respectful and courteous behavior in the academic environment, fostering a positive and collaborative environment for learning and research. Respectfully recognizing the intellectual contributions of others, valuing diversity of opinions and ideas, and fostering an atmosphere of trust and understanding in the academic environment;
- ***commitment to truth*** — affirming the pursuit of truth as a core value, strengthening academic integrity in the search for knowledge and understanding. Showing courage in defending the principles of academic integrity, speaking out against violations of academic integrity, and being open to constructive criticism;
- ***fairness and equality*** — ensuring fairness and impartiality to all participants in the educational process by clearly stating expectations, consistently responding to violations of academic integrity standards;
- ***adoption of scientific standards*** — adherence to established scientific standards in conducting research, writing scientific papers and performing assignments;
- ***ethical decision-making*** — emphasizing the importance of ethical values in decision-making processes, guiding behavior towards ethical behavior and responsible actions.

2.2 The following fundamental **principles** serve as the basis for building a culture of academic integrity, guide participants in the educational process in their academic and scientific pursuits, and promote the dissemination of knowledge:

2.2.1 ***Independence:***

- students should be able to complete academic tasks and research projects independently;
- teaching staff should provide students with opportunities for independent work and creative development;
- creating a favorable learning environment where everyone can succeed based on their own efforts and abilities.

2.2.2 ***Objectivity*** implies the absence of influence of personal beliefs, preferences or other external factors on the decision-making process in the implementation of the educational process and is realized as follows:

- assessment of knowledge and skills of students should be objective and impartial;

- scientific research should be conducted by all participants in the educational process in compliance with the principles of objectivity and honesty;
- objective attitude to all participants in the educational process and adherence to transparent procedures in the evaluation;
- ensuring the accuracy and reliability of the obtained research results or academic achievements.

2.2.3 *Transparency:*

- all participants in the educational process have the right to access information about the rules, procedures and criteria for evaluation, as well as to be able to use the information resources of the University that are publicly available;
- all participants in the educational process should have access to information about the rules and procedures of academic integrity, decisions on violations of academic integrity should be transparent and justified;
- teaching staff and administration should be open and ready to help students understand the learning and assessment processes.

2.2.4 *Responsibility:*

- responsibility for one's own actions — responsible attitude to one's educational and scientific activities;
- all participants of the educational process should be responsible for compliance with the principles of academic integrity;
- violations of academic integrity should have appropriate sanctions.

2.2.5 *Cooperation* — academic integrity involves cooperation between all participants in the educational process, in which everyone must take responsibility for their own contribution and work.

3 POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGIES (AI)

3.1 The use of artificial intelligence (AI) technologies in the educational process should be declared and clearly justified, as is the case with software, tools, and methodologies.

3.2 AI does not meet the requirements for authorship recognition under intellectual property law. Depending on the educational program, educational component, individual assignment, higher education students may use various AI technologies (ChatGPT, Gemini, GPT, DALL-E, Perplexity, Stable Diffusion, Midjourney, GitHub Copilot, and any others), taking into account the fact that that all AI technologies can generate incorrect facts, fake quotes, articles, books, authors, code generation models can produce inaccurate results, and image generation models can sometimes create very offensive products, etc. Participants of the educational process

who use AI technologies in their educational and scientific activities are responsible for the accuracy, integrity and originality of their educational and scientific works, for any inaccurate, biased, offensive, unethical content, regardless of whether it is created by the author of the work or by AI.

3.3 Any use of artificial intelligence must not violate the university's plagiarism policy. Scientific and educational works must be original - the result of the author's own intellectual creative activity and reflect the creative decisions made by the author when creating the work.

3.4 Within the framework of academic freedom, pedagogical, research and teaching staff of the University reserve the right to prohibit/specify certain areas of use of AI technology in the implementation of individual educational components by placing this information in the relevant section of the syllabus or in the work programme of the discipline.

3.5 Pedagogical, research and teaching staff of the University reserve the right to use appropriate software to identify the facts of the use of artificial intelligence (AI) in the work of higher education students. If the course policies covered in the syllabi / work programs of academic disciplines prohibit the use of AI technologies, students who use prohibited technologies should be held disciplinarily liable as a violation of the principles of academic integrity.

3.6 Participants in the educational process using AI technologies should take into account that any information uploaded to the AI platform will be included in the educational data, which could potentially become a problem for the future protection and enforcement of intellectual property rights.

3.7 It is forbidden to use AI technologies during examinations and credits, unless otherwise specified by pedagogical, scientific and pedagogical and scientific staff of the University.

4 OBSERVANCE AND VIOLATION OF ACADEMIC INTEGRITY

4.1 Ensuring the observance of academic integrity by participants in the educational process is achieved through the implementation of a set of measures (informational, educational, disciplinary, etc.) to form a culture of academic integrity, the functioning of an effective system of prevention and detection of academic plagiarism.

4.2 The observance of academic integrity by pedagogical, scientific and pedagogical and research staff of the University involves:

- references to sources of information in case of using borrowed ideas, developments, statements, and data;
- compliance with copyright and related rights legislation;
- providing reliable information about research methods and results, sources of information used and own pedagogical (scientific and pedagogical, creative) activities;

- control over the observance of academic integrity by students;
- objective evaluation of learning outcomes.

4.3 The observance of academic integrity by students involves:

- independent performance of learning tasks, tasks of regular and final control of learning outcomes (for persons with special educational needs, this requirement is applied taking into account their individual needs and capabilities);
- references to sources of information in case of using borrowed ideas, developments, statements, and data;
- compliance with copyright and related rights legislation;
- providing reliable information about the results of their own educational (scientific, creative) activities, research methods and sources of information.

4.4 The main forms of violation of academic integrity are:

- *academic plagiarism* — the use of other people's ideas, text or research results without proper reference to the source. Plagiarism violates the rules of intellectual honesty and ethics in educational and scientific works;
- *self-plagiarism* — the presentation of one's own previously published material as new without proper acknowledgment of this fact;
- *fabrication* — the creation or invention of data, results or information without a proper basis. Fabrication is a serious violation of ethical standards in scientific research;
- *falsification* — the deliberate alteration or modification of existing data to conceal the truth or create a false impression regarding the educational process or scientific research;
- *cheating* — obtaining other people's materials or using other people's answers during tests or examinations. Cheating is also a form of fraud;
- *deception* — misrepresentation of information or facts in order to obtain unlawful advantages in the educational (academic) or scientific environment;
- *bribery* — giving or accepting a bribe, payment or any material benefit to obtain an unlawful advantage in educational or scientific matters;
- *collusion* — illegitimate cooperation with other persons on tasks that should be performed individually;
- *double submission* — submitting the same work for several assignments without the permission of the academic staff;

- *biased evaluation* — deliberate overestimation or underestimation of student learning outcomes;
- *fraud* — forgery of signatures in official documents (record books, acts, reports, agreements, etc.); use of prohibited auxiliary materials or technical means (cribs, microphones, phones, tablets, etc.) during control measures; passing knowledge control procedures by fictitious persons.

5 RESPONSIBILITY FOR VIOLATION OF ACADEMIC INTEGRITY

5.1 The participants of the educational process bear administrative and disciplinary responsibility for dishonest behavior.

5.2 The types of administrative and disciplinary responsibility (including additional and/or detailed) of participants in the educational process for specific violations of academic integrity are determined by special laws and internal regulations of the University.

5.3 The procedure for detecting and establishing the facts of violation of academic integrity is determined by a specially created commission of the University, taking into account the requirements of the Law of Ukraine "On Education", the Law of Ukraine "On Higher Education" and other special laws of Ukraine.

5.4 Each person in respect of whom the issue of violation of academic integrity has been raised has the following rights:

- to familiarize themselves with all materials of the inspection to establish the fact of violation of academic integrity, to submit comments to them;
- to provide oral and written explanations or refuse to provide any explanations, to participate in the study of evidence of academic integrity violations in person or through a representative;
- be aware of the date, time and place and be present during the consideration of the issue of establishing the fact of academic integrity violation and bringing him/her to academic responsibility;
- appeal against the decision to impose academic liability to the body authorized to consider appeals or to the court.

5.5 For actions (omissions) recognized by the Regulation as a violation of academic integrity, a person in respect of whom the issue of violation of academic integrity has been raised may be brought to other types of liability on the grounds and in the manner prescribed by the current legislation of Ukraine.

5.6 Violation of academic integrity by pedagogical, scientific and pedagogical and research staff of the University may result in:

- refusal to award a degree or confer an academic title;
- deprivation of the awarded academic degree or academic title;

- refusal to confer or deprivation of the awarded pedagogical title, qualification category;
- deprivation of the right to participate in the work of bodies established by law or to hold positions established by law.

5.7 Violation of academic integrity by higher education students may have the following consequences:

- retaking the final or regular assessment;
- re-studying the relevant educational component of the educational programme;
- expulsion from the University;
- deprivation of academic scholarship.

6 MEASURES TO PREVENT VIOLATIONS OF OF ACADEMIC INTEGRITY

6.1 A set of preventive measures is used to prevent violations of academic integrity in the educational and/or scientific activities of students and/or research and teaching staff.

6.2 In order to prevent non-compliance with the principles of ethical behavior and norms of academic integrity, copyright and related rights, the following measures are taken at the University:

6.2.1 Mandatory informing / promoting participants of the educational and scientific process about the need to comply with the principles and norms of academic honesty, professional ethics by:

- familiarizing all participants of the educational process with the content of the Regulation;
- distribution of methodological and informational materials, conducting a series of trainings for participants of the educational process on the basics of academic writing, ethics and integrity, protection of intellectual property rights and technology transfer, and the use of artificial intelligence.

6.2.2 In order to avoid fraud, fabrication and falsification, the University shall provide technical conditions for authentication of students' identity during passing intermediate and final control measures in a remote format using digital platforms:

- authentication by means of electronic signatures — the use of electronic signatures can help to identify the student during the control. This method provides confidence that the work was done by a particular student;
- use of multifactor authentication — the use of multifactor authentication, which includes several methods of verifying identity, such as a password, SMS code or face scan, can provide a reliable level of identification of students;

- the use of a biometric authentication system — the introduction of biometric authentication systems, such as fingerprint scanning or face recognition, can ensure accurate authentication of students and prevent possible fraud;
- choosing the method of conducting a control event with the mandatory personal presence of a student with a camera (using online conferences such as Zoom, MS Teams or Google Meet);
- choice of online testing software (Moodle — an online learning platform that offers a wide range of tools for conducting online tests, Exam.net — an online testing platform that offers features such as screen recording and monitoring of user activity, ProctorU — an online proctoring service that uses artificial intelligence and real-time monitoring to prevent cheating during online tests, etc.);
- ways to protect content (virtual machines — the test is conducted in virtual machines to which students will have access only after authentication, access to the test can be restricted to certain IP addresses, for example, IP addresses of university computer laboratories, watermarks with the student's name and photo can be placed on the student's screen during the examination, etc.).

6.2.3 In order to ensure the quality of higher education and research activities at the University, the following are subject to mandatory plagiarism checks:

- works created by students: qualification papers, term papers (projects), abstracts, essays, etc.;
- scientific and methodological works authored by pedagogical, scientific and pedagogical and scientific staff of the University: textbooks, manuals, lecture notes, guidelines, monographs, as well as distance learning courses, etc.;
- works, such as manuscripts of articles, abstracts of reports submitted to the editors of scientific journals or organizing committees of scientific, scientific and technical, and scientific and methodological events.

6.3 The plagiarism check is carried out at the stage of submission of the works specified in clause 6.2.3.

6.4 The plagiarism check is carried out with the help of specialized software and hardware tools to determine the uniqueness of the work. The percentage of uniqueness of the work for the relevant field of knowledge and type of work is determined by the internal regulations of the University.

6.5 The list of persons who directly carry out plagiarism checks of the works specified in clause 6.2.3 is determined by order of the Rector of the University or a person authorized to perform his/her duties.

7 APPEAL LODGING AND CONSIDERATION PROCEDURES

7.1 In case of disagreement with the results of the plagiarism check, the author(s) of the work under review has the right to appeal.

7.2 An appeal is submitted personally by the author(s) of the work to the Head of the Academic Integrity Committee within three days after the results of the check are announced.

7.3 To consider appeals, the Committee on Ethics and Academic Integrity may include, with their consent, other persons who are not employees of the University.

7.4 The appeal shall be considered by the Academic Integrity Committee within five days from the date of the Rector's order to consider the appeal, unless another term is specified in the order. The conclusions of the Academic Integrity Committee shall be drawn up in the relevant protocol.

7.5 Based on the results of the meeting, the Academic Integrity Committee draws up conclusions that are signed by the Head of the Committee, its members and the petitioner.

8 ANTI-CORRUPTION WARNINGS

8.1 Participants of the educational process fully adhere to the fundamental principles of corruption prevention, ensure regular assessment of corruption risks in their activities, take appropriate measures to prevent and resolve conflicts of interest and corrupt actions that may arise in the performance of their duties.

8.2 Participants of the educational process are obliged to comply with the requirements of the Law of Ukraine "On Prevention of Corruption".

8.3 Participants of the educational process are strictly prohibited from directly or indirectly using their official powers or opportunities related to them to receive an unlawful benefit or accepting such a benefit or accepting a promise/offer of such a benefit for themselves or other persons or make promises/offers or an unlawful benefit to a person, specified in the first part of Article 3 of the Law of Ukraine "On Prevention of Corruption", or at their request to other individuals or legal entities with the aim of inducing this person to unlawfully use the official powers granted to them or related opportunities.

8.4 For the commission of corruption or corruption-related offenses, participants of the educational process are subject to criminal, administrative, civil and disciplinary liability in accordance with the procedure established by law.

9 FINAL PROVISIONS

9.1 The Regulation on Academic Integrity is approved by the University Academic Council and enters into force by the order of the rector of the University or a person authorized to perform his/her duties.

9.2 Changes and / or additions to the Regulation are considered and approved by the University Academic Council and enter into force by the order of the rector of the University or a person authorized to perform his/her duties.