



INTERNATIONAL EUROPEAN UNIVERSITY

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REGULATIONS ON THE COMMITTEE ON ETHICS AND ACADEMIC INTEGRITY OF INTERNATIONAL EUROPEAN UNIVERSITY

<i>Regulations on the Committee on Ethics and Academic Integrity</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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1. General provisions

1.1. Regulations on the Committee on Ethics and Academic Integrity of INTERNATIONAL EUROPEAN UNIVERSITY (hereinafter – the Regulations) are developed in accordance with the current legislation of Ukraine, the Statute of INTERNATIONAL EUROPEAN UNIVERSITY (hereinafter – the University), regulatory materials of the Cabinet of Ministers of Ukraine, the Ministry of Education and Science of Ukraine and the National Agency for Higher Education Quality Assurance, as well as internal regulatory documents of the University, regulating corporate ethics and academic integrity at the University.

1.2. The Committee on Ethics and Academic Integrity of the University (hereinafter – the Committee) was established to affirm the integrity of labor relations, ethical values in the educational process and scientific activities, promote high academic culture among the University community, cultivate intolerance of any regulatory or ethical violations, and develop a safe and comfortable educational environment.

2. Composition of the Committee

2.1. The composition of the Committee (by positions) is defined by the order on its establishment. It includes:

Chair of the Committee – University Rector.

Deputy Chairs of the Committee:

First vice-rector

Vice-rector for scientific and pedagogical work

Vice-rector for educational and scientific work and postgraduate education

Members of the Committee:

Director of the Education and Research Institute “European Medical School”;

Director of the Education and Research Institute “European Business School”;

Director of the Education and Research Institute “European IT School”;

Director of the Education and Research Institute “European Art School”;

Director of the Education and Research Institute of Postgraduate Education and Continuous Professional Development;

Director of the Department of Public Relations and Youth Policy;

Director of the Department of International Cooperation;

Director of the Department of Organization of the Educational Process;

Director of the Department of Education Quality Assurance;

Director of the Department of Scientific Support.

2.2. Representatives of other structural units can be involved in Committee operations along with its participants (if reasonably necessary).

2.3. The Secretary of the Committee is the Head of the Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity.

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2.4. The composition of the Committee is permanent. In the case of termination of employment relations with the University – for employees; expulsion, graduation, transfer to another higher education institution, academic leave – for students, the powers of a Committee member shall be entrusted to the person newly appointed to this position. Structural changes result in the necessity to introduce amendments/additions to this part.

3. Powers of the Committee

3.1. As a permanent corporate/academic regulatory body, the Committee shall carry out the following activities:

3.1.1. Conduct information, explanatory and advisory work on the promotion and extensive implementation of principles and standards of professional ethics and academic integrity by all participants in the educational/scientific process.

3.1.2. Systematic monitoring of the quality of compliance with ethical and academic integrity standards.

3.1.4. Accept applications (reports), record and examine the circumstances of violations of ethical standards and detect violations of academic integrity at the University.

3.1.5. Objective and professional consideration of cases of violations of professional ethics and academic integrity, and decision making.

3.1.6. Analyze decisions about considered cases for constant advancement of the professional ethics and academic integrity system at the University.

3.2. The Chair, Deputy Chairs, members and secretary of the Committee can introduce suggestions on the improvement of the Committee operation system, implementation of the key provisions of the Code of Corporate Ethics and Academic Integrity.

4. Rights and responsibilities of the Committee

4.1. The Committee has the right to: request information, materials and documents for the objective examination and solution of the problematic issue; involve additional persons, specialists in the considered issue; provide qualified professional advice and/or direct persons to appropriate services and professionals.

4.2. The Committee undertakes to: consider applications for ethical violations and academic dishonesty; make objective decisions about each individual reported case of violations of corporate ethics and academic integrity; impose sanctions in cases and in accordance with the requirements stipulated by the current legislation of Ukraine; not disclose facts and information about participants in the consideration of applications containing personal data, except for cases stipulated by the legislation; protocol the meeting, draw up an annual report on Committee operations. The Committee's decisions and reports shall be published on the University website.

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5. Procedure and organization of Committee operations. Deadlines.

5.1. The organizational form of Committee operations is a meeting.

5.2. The meeting is considered authorized if it is attended by at least two-third of its members.

5.3. The meeting is documented by the protocol.

5.4. The protocol of the Committee meeting is signed by the Chair and Secretary of the Committee.

5.5. Presence of Committee members at the meeting is obligatory. In case of the reason making it impossible to attend, the Committee member shall inform the Committee about this reason and express his/her opinion on the issue under consideration in a written form.

5.5.1. Each member of the Committee has the right to self-recuse only when the case under consideration directly or indirectly concerns the member of the Committee or in case of other circumstances (proven at the meeting) that may raise doubts about the objectivity or impartiality of the Committee member.

5.5.2. A member of the Committee may exercise the right to self-recuse no more than three times during the year.

5.6. The meeting is held by the Chair of the Committee or, in case of his/her absence, by one of the Deputy Chairs of the Committee.

5.7. Meetings are convened in case of detecting violations of ethical standards and academic integrity (registration of the application (report) by the Secretary of the Committee) if one obtains a negative result of checking text works (academic plagiarism, cheating) of (Bachelor's / Master's) students, namely the submission by the Administrator of the Unichack matching/identity/similarity detection system with the approval of the Director of the Department of Education Quality Assurance.

5.8. The Secretary of the Committee informs the Committee members and participants about the date of the meeting (but no later than 5 working days from the date of registration of the application (report)).

5.8.1. The period of case consideration (examination of documents, holding of meetings, involvement, if necessary, of independent specialists, etc.) shall not exceed 15 calendar days.

5.8.2. If there is the need for a more thorough examination of the circumstances of the case, analysis of documents, hearing of professional expert opinions, etc., the period of case consideration can be extended, on which the Committee takes a separate decision and enters it in the protocol.

5.9. The meeting shall be attended by persons whose matter is considered or their representatives.

5.10. A person (attendee) whose matter is considered has the right to examine all materials on the case personally or via his/her representative, give explanations,

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including in a written form, refuse it; be present at all meetings on his/her case and monitor all forms of work.

5.11. A detected violation beyond the competence of the Committee is recorded in the protocol of the meeting. If possible, the protocol also specifies recommendations for the further reporting on the case.

6. Decision making by the Committee

6.1. The decision of the Committee is made by voting.

6.2. A decision is considered adopted if the majority of Committee members present at the meeting vote for it. If the votes are equally divided, the repeated voting shall be held at the same meeting. If the votes are again equally divided, the decision for which the Chair (one of the Deputy Chairs if the Chair is absent at the meeting) votes shall be adopted.

6.2.1. A member of the Committee announcing the self-recuse shall not take part in the fact consideration and voting.

6.3. The decision of the Committee is signed by the Chair or one of the Deputy Chairs of the Committee (if the Chair is absent at the meeting).

6.4. Copies of the decision shall be provided to the parties of the conflict within five working days from the date of its adoption.

6.5. Committee's decisions are advisory in nature and are submitted to the University Academic Council for the final decision.

6.6. Types of academic liability are stipulated by the current legislation, the Code of Corporate Ethics and Academic Integrity of the Academic, Scientific and Other Staff and Students of INTERNATIONAL EUROPEAN UNIVERS, and other regulatory documents.

6.7. In case of violations of ethical standards detected during the consideration, the Committee on Ethics and Academic Integrity can recommend the following options to the University Academic Council for its final decision: to give a reprimand, fire from the position of teaching, academic, scientific or other staff of the University; to declare a warning of potential expulsion, expel a student from the University.

7. Final provisions

7.1. These Regulations are approved by the decision of the University Academic Council and put into effect by the University order.

7.2. Amendments and additions to the Regulations shall be introduced by the decision of the University Academic Council and put into effect by the University order.