

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**Sumy State University**

**Regulation**  
**on the Group for Promoting Academic Integrity**  
Version 02

**1. General provisions**

1.1. The Group for Promoting Academic Integrity is a structural subdivision of Sumy State University (hereinafter – the University, SumDU).

1.2. The full name of the Group in Ukrainian is – Група сприяння академічній доброчесності (АКД).

The full name of the Group in English is “Group for Promoting Academic Integrity” (hereinafter – the Group). The abbreviated name of the Group in English is ‘Group PAI’.

The group is not a legal entity.

The group may have its own seal, logo, and forms.

1.3. Regulation on the Group for Promoting Academic Integrity (hereinafter – the Regulation) has been developed to establish the principles of creating and reorganizing the Group; identify its targeted activities, tasks and functions; determine the Groups’s structure, scope of rights and responsibilities, ways of collaborating with other divisions of the University, etc.

1.4. These Regulation is valid in part that does not contradict current legislation, national and the University internal regulatory framework for quality management. The Regulation is part of the latter, and are placed in the relevant electronic register of the SumDU main regulatory framework for quality management of educational activities and quality of higher education, which constitutes part of a ‘General information’ section of the University official website.

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1.5. The Group aims to promote adherence to the principles of academic integrity and ethics of academic relations in the educational and scientific activities of the University.

1.6. In its activities, the Group is guided by the current legislation of Ukraine, the regulatory framework of the national and intra-university levels, this Regulation, orders and directives of relevant officials.

## **2. Main tasks and functions**

2.1. The main tasks of the Group are as follows:

- coordinating adherence to the norms of academic integrity and ethics of academic relations (hereinafter - academic integrity) as an element of internal system of quality assurance in educational activities and higher education (Academic integrity), as well in scientific research (Research integrity) at the University;
- developing and updating regulatory framework and information base of the University that pertain to the system and mechanisms of promoting principles of academic integrity, procedures for preventing, detecting and considering cases of academic integrity violation in educational and scientific activities of the University;
- popularizing adherence to the norms of academic integrity as one of the fundamental principles of the University corporate culture by students, academic and research staff, as well as other categories of employees (hereinafter - University staff);
- controlling adherence to the academic integrity principles in educational and scientific research activities of the University, including publication of academic texts;
- promoting implementation of modern technologies to combat manifestations of academic dishonesty at SumDU, including effective system for preventing and detecting academic plagiarism in the works of students and the University staff;
- creating effective mechanisms of involving all stakeholders (the Rector and administrative staff, the Group for providing educational programmes, employees, applicants for higher education, graduates, employers, etc.) in popularization of academic integrity in academic processes.

2.2. In accordance with the main tasks, the Group's functions are as follows:

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- conducting promotional and information technology events (trainings, seminars, open lectures, training modules on academic writing and adherence to the principles of academic integrity, etc.);
- ensuring functioning of an effective University academic integrity system, as well as the system of preventing and detecting academic plagiarism in the works of students and the University staff;
- monitoring and interviewing on cases of academic integrity violation by students and the University staff;
- publishing periodic open reports on the level of compliance with the principles of academic integrity and ethics of academic relations at the University;
- providing consultancy services on ways to build the culture of academic integrity in the University structural units;
- conducting research on academic integrity;
- developing information materials (memos, road-maps, etc.) on the issues of academic integrity.

2.3. The Group tackles the issues in paragraph 2.1 and performs the functions in paragraph 2.2. in collaboration with the University divisions in accordance with the core activities of the latter.

### **3. Organizational structure, management and staffing**

3.1. The Group is managed by the Head who is appointed by the Rector's order and reports directly to the First Vice-Rector. On the issues related to academic integrity in scientific research activities, the Group interacts with the units subordinated to the Vice-Rector for Research, on other issues – with the units that are under the Vice-Rector for Scientific and Pedagogical Work.

3.2. The job description of a Head of the Group is developed by the First Vice-Rector and approved by the Rector. The job responsibilities of the Head of the Group are related to ensuring the Group's work on performing its main tasks and functions.

3.3. The organizational structure of the Group includes the Laboratory of Academic Integrity Research (hereinafter - the Laboratory) headed by the Group Deputy Head. The Laboratory studies and implements the best world practices in developing effective mechanisms of preventing academic dishonesty, conducts surveys of the key stakeholders, research integrity in academic activities.

3.4. The Group Deputy Head:

- acts as the Group Head in the absence of the latter (in regulated cases);

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- organizes, develops, controls and manages Research integrity at the University level;
- organizes and conducts surveys of the University main stakeholders on the issues of academic integrity in educational activities and research;
- oversees the process of signing Declarations of compliance with academic integrity regulations by all participants of the educational and scientific processes at SumDU;
- prepares documents on the cases of academic integrity violation and submits them to the University Ethics and Conflict Management Commission to consider;
- cooperates with the Students' Government bodies, Students' Agency for Cooperation in Education Quality, and Scientific Association of Students, Postgraduate and Doctoral Students and Young Scientists on planning activities to promote academic integrity issues among students.

3.5. The Group is structured and staffed in accordance with the tasks set, which is approved by the order of the Rector and may vary following the approval of changes in the manner prescribed by the Rector.

3.6. The tasks and functions of the Group are performed by its staff and/or the University staff who are appointed responsible for performing certain functions of the Group. If necessary, part of the Group's tasks may be performed by other employees, on a part-time basis, or by concluding civil law contracts and agreements.

3.7. The responsibilities, tasks and competences of the Group staff are regulated by the Head of the Group in accordance with these Regulations and employees' standard job descriptions based on the current legal framework.

3.8. Job descriptions of the Group staff are developed by the Head of the Group, agreed on and approved in strict accordance with the established procedures.

#### **4. Planning activities and reporting**

4.1. The Group's activities are based on the approved work plans, orders and senior officials' instructions, and, following the established procedures, on the applications from other structural subdivisions of SumDU.

4.2. The Group reports on the results of its activities and implementation of work plans in the manner prescribed for the University divisions.

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4.3. Within its powers, the Group carries out organizational activities; coordinates and monitors activities in the relevant areas of other structural units' work, including off-campus and separate divisions.

4.4. To perform the functions and powers within its competences, the Group has the right to request the necessary information from other structural units of the University, regardless of their subordination, within the limits set by law.

## **5. Material and technical supplies**

5.1. The Group is located and operates on the material and technical base of the University.

5.2. The accounting and financial operations of the Group are carried out by the relevant structures of the University.

5.3. The Group has the right to use the assets allocated to it exclusively for the purposes of conducting its core activities. Control over the proper use of assets is carried out by the relevant departments of the University.

5.4. The Group has the right to use the material and technical base and equipment of other structural subdivisions following the established procedures.

5.5. Responsibility for keeping the Group's tangible assets lies with the Group's property custodian appointed by the Rector's order.

## **6. Financial and economic activities**

6.1. The Group's activities are financed from the University general and special funds, including:

- funds accumulated on the sub-accounts of the University departments (in case of completing the relevant orders following the prescribed procedures);
- revenues from providing paid services on information and analytical support of scientific activities;
- revenues from implementation of grant projects;
- sponsorship from organizations, enterprises, institutions and citizens;
- revenues from other law-abiding sources.

6.2. The Group's money is accumulated and accounted on the University special fund accounts, including the Group's sub-account.

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## **7. Final provisions**

7.1. The Regulation shall enter into force the day following its approval by the Rector's order, unless otherwise provided by the same order.

7.2. The Group is created or liquidated by the Rector's order following the decision of the University Academic Council. The same procedures are applied to introducing changes and amendments to the Regulation, approval of new versions, or the Regulation cancellation. Changes to the Regulation may also be made directly by the Rector's order in case the University Academic Council determines the procedure.

7.3. Responsibility for updating the Regulation and monitoring the implementation of its requirements lies with the University officials in accordance with their functional responsibilities.

7.4. The previous version of this Regulation enacted by order № 0488-I of June 22, 2018 shall be held as invalid.