



INTERNATIONAL EUROPEAN UNIVERSITY

APPROVED

Academic Council of the
International European University
from April 3, 2025 № 7

PUT IN PLACE

by order of the rector of the
International European University
from April 4, 2025 № 20-OD

POLICY ABOUT THE COMMITTEE ON ETHICS AND ACADEMIC INTEGRITY OF THE INTERNATIONAL EUROPEAN UNIVERSITY (AS AMENDED)

Kyiv - 2025

<i>Policy about the committee on ethics and academic integrity of the IEU (as amended)</i>	<i>POLICY</i>
<i>INTERNATIONAL EUROPEAN UNIVERSITY</i>	<i>Quality management system ISO 9001:2015</i>

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1. GENERAL PROVISIONS

1.1 This Regulation regulates the activities of the Ethics and Academic Integrity Committee of the INTERNATIONAL EUROPEAN UNIVERSITY (hereinafter referred to as the Committee). The document has been developed in accordance with the legislation of Ukraine, the Statute of the University, the requirements of the Ministry of Education and Science of Ukraine, the Cabinet of Ministers of Ukraine, the National Agency for Higher Education Quality Assurance, as well as internal documents regulating academic integrity and ethics at the University.

1.2. The Committee is established on the basis of the Code of Corporate Ethics and Academic Integrity of IEU.

1.3. The main purpose of the Committee is to create and maintain a culture of honesty, respect and academic responsibility in the university environment. In particular, the Committee:

- develops ethical standards in educational and scientific activities;
- promotes the development of academic culture;
- prevents violations of ethical standards;
- maintains a safe, comfortable and fair environment for all participants in the educational process.

2. COMPOSITION OF THE COMMITTEE

2.1. The composition of the Committee shall be approved by the order of the Rector and shall include:

- The chairman is the rector of the University;
- Deputy Chairman - Vice-Rector for Scientific and Pedagogical Work;
- The members of the Committee are heads of departments, directors of institutes, a representative of the staff, and the President of the Student Parliament.

2.2. If necessary, external or internal experts (without the right to vote) may be involved in the meetings.

2.3. The Committee may not include persons who have previously been held liable for violation of ethical standards or have been a party to a conflict.

2.4. The Secretary of the Committee is the Head of the Department of Knowledge Monitoring and Academic Integrity.

2.5. The composition of the Committee is permanent. If a member changes his/her position or stops working/studying at the University, his/her place is taken by a newly appointed person.

3. POWERS OF THE COMMITTEE

3.1. Committee:

- conducts awareness-raising activities on ethics and academic integrity;
- systematically monitors compliance with ethical principles;
- reviews appeals regarding possible violations (plagiarism, cheating, fraud, etc.);

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- provides recommendations on disciplinary measures;
- analyses cases to improve the University's internal policy.

3.2. The Committee members may initiate updates to the regulatory framework or make proposals for improvement.

4. RIGHTS AND OBLIGATIONS OF THE COMMITTEE

4.1 The Committee is entitled to:

- receive all the necessary information and documents;
- engage specialists for expert analysis;
- Refer individuals to appropriate counselling services.

4.2 Duties of the Committee:

- objectively consider all allegations of possible violations;
- make fair and informed decisions;
- maintain confidentiality;
- keep minutes of the meetings;
- prepare the annual report.

4.3. The decisions and reports of the Committee shall be published on the official website of the University, except for information containing personal data.

5. PROCEDURE OF THE COMMITTEE'S WORK

5.1. The Committee shall conduct its work in the form of meetings.

5.2. The meeting shall be deemed valid if at least 2/3 of the Committee members are present.

5.3. The results of the meeting shall be drawn up in the form of a protocol.

5.4. The minutes shall be signed by the Head of the Committee and the Secretary.

5.5. Members of the Committee shall be obliged to attend the meetings. If they are unable to do so, they shall inform about the reason and submit a written opinion on the issue under consideration.

5.5.1. A member of the Committee may recuse himself/herself if the issue concerns him/her personally or there is a risk of bias.

5.5.2. Recusal is possible no more than three times a year.

5.6. The meeting shall be chaired by the Chairman of the Committee. In case of his/her absence, one of the deputies shall preside.

5.7. The Committee shall be convened upon receipt of a written or electronic notification of a violation of ethics or academic integrity. The notification can be sent to:

 ethics.board@ieu.edu.ua

5.7.1. The Secretary shall register the notice

5.7.2. Anonymous reports are not considered.

5.8. The Secretary shall notify the person in respect of whom the application has been filed of the date, time and place of the meeting.

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5.9. Members of the Committee and other participants shall receive invitations no later than 5 business days after the registration of the notice.

5.10. Both the applicant and the person in respect of whom the application has been submitted are invited to the meeting.

5.11. The person concerned by the consideration has the right to:

- Get acquainted with all the case materials;
- Provide or refuse to provide oral or written explanations;
- Participate in the consideration of evidence.

5.12. The term for consideration of the case is no more than 15 working days.

5.12.1. If more time is required to study the materials, the Committee may extend the term of consideration, which shall be recorded in the minutes.

5.13. The person in respect of whom the proceedings are conducted may:

- Attend all meetings;
- Submit documents and explanations;
- Read all the materials.

5.14. If the case does not fall within the competence of the Committee, this shall be noted in the minutes together with recommendations for further action.

6. DECISION OF THE COMMITTEE

6.1. Resolutions shall be adopted by voting.

6.2. For a resolution to be valid, a majority of those present shall vote in favour of it.

6.2.1. If the votes are equally divided, a second vote shall be taken. In case of a second tie, the vote of the Chairman or his/her deputy shall be decisive.

6.2.2. A member of the Committee who has recused himself or herself shall not vote.

6.3. The decision of the Committee contains recommendations on the application of measures of academic or ethical responsibility and is submitted for consideration by the Academic Council.

6.4. Types of liability are defined:

- by the legislation of Ukraine;
- The Code of Corporate Ethics and Academic Integrity;
- other internal documents of the University.

6.5. In the event of an established violation, the Committee shall submit a corresponding recommendation to the Academic Council.

6.6. The resolution shall be signed by the Chairman or his deputy.

6.7. If any member of the Committee disagrees, he or she has the right to provide a dissenting opinion, which shall be included in the case file.

6.8. The final decision is made by the Academic Council of the University.

6.9. Copies of decisions shall be provided to the parties within 5 working days.

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7. PROCEDURE FOR APPEALING AGAINST THE COMMITTEE'S DECISIONS

7.1. If the person in respect of whom the issue of violation of ethical standards or academic integrity was considered does not agree with the decision of the Committee, he/she has the right to appeal.

7.2. The appeal shall be submitted to the Rector in any form (in writing or by e-mail) within 5 working days after the decision is announced.

7.3. The statement of appeal must state:

- your contact details;
- a decision of the Committee with which you disagree;
- why you consider the decision to be unlawful (with explanations and arguments);
- a list of documents to be attached to support the position (if necessary).

7.4. Upon receipt of an appeal, the Rector shall issue an order to establish an appeal committee to consider it.

7.5. The Appeals Committee may be established not only at the request of a person but also at the initiative of university employees, government agencies or external parties.

7.6. The Committee consists of 3-7 persons with experience in scientific and pedagogical activities. If the case concerns students' academic or qualification works, a representative of the student parliament must be included.

7.7. External experts who are not employees of the University may also be included (by agreement).

7.8. The Appeals Committee shall consider the application within 5 business days from the date of its establishment (or another period if specified in the order).

7.9. The conclusions of the Committee shall be recorded in the minutes and submitted to the rector.

The final decision is made by the Rector. It may include:

- confirmation or cancellation of the Committee's decision;
- Recommendation to the Academic Council on further actions (e.g., assignment of academic responsibility).

8. FINAL PROVISIONS

8.1 This Regulation shall come into force after approval by the Academic Council of the University and enactment by order of the Rector.

8.2. Any amendments or additions to this Regulation shall be made by decision of the Academic Council and shall also be enacted by order of the University.

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Appendix 1

**APPLICATION
on the fact of violation of academic integrity**

1. Information about the person in respect of whom the notification is being made:

- Surname, name, patronymic (if any):
.....
- Position/status (student, teacher, postgraduate, etc.):
.....

2. The essence of the violation of academic integrity:

(briefly and clearly describe the situation, what happened, where, when)

.....
.....
.....

3. Evidence confirming the violation:

(Please indicate what kind of materials you are attaching: screenshots, extracts from work, documents, links, etc.)

.....
.....

4. Information about the applicant:

- Surname, name, patronymic (if any):
.....
- Organisational role/status (if any):
.....
- Contact phone number:
.....
- Email address:
.....
- Mailing address (optional):
.....

Signature of the applicant: _____

Date: " ____ " _____ 20__ year

*Attention: the message is considered only if all the above points are present.
Anonymous requests are not considered.*