



## SURKOVSKY CENTRE LTD

### ACADEMIC INTEGRITY POLICY

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#### Contents

1. Introduction
2. Purpose
3. Scope
4. Principles of Academic Integrity
5. Academic Honesty
6. Research Integrity
7. Research Ethics
8. Academic Misconduct
9. Plagiarism
10. Authorship and Contributorship
11. Citation and Referencing
12. Publication Ethics
13. Peer Review
14. Artificial Intelligence in Academic Activities
15. Research Data Management



16. Responsibilities
17. Investigation Procedures
18. Sanctions
19. Appeals
20. Monitoring and Review
21. Related Documents
22. Approval

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## 1. Introduction

Academic integrity represents one of the fundamental values upon which Surkovsky Centre Ltd is founded.

The credibility of education, scientific research, consultancy, publishing and professional development depends upon honesty, transparency, objectivity and intellectual responsibility.

The purpose of this Policy is to establish clear principles governing academic conduct throughout all educational, scientific and professional activities undertaken by the Company.

Surkovsky Centre Ltd expects every individual associated with the organisation to uphold the highest standards of ethical scholarship, responsible research and professional integrity.

Academic integrity is not limited to avoiding misconduct. It is a positive commitment to honesty, fairness, accountability, respect and excellence in every aspect of learning, teaching, research and publication.

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## 2. Purpose

This Policy establishes the principles, standards and procedures governing academic integrity throughout Surkovsky Centre Ltd.

It aims to:

- promote ethical academic behaviour;
- protect the credibility of research;
- ensure confidence in educational activities;
- safeguard intellectual property;
- encourage responsible scholarship;
- prevent academic misconduct;
- maintain international academic standards.



This Policy supports the Company's mission to contribute to education and scientific knowledge through evidence-based, ethical and professionally responsible practice.

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### **3. Scope**

This Policy applies to every person participating in academic activities undertaken by Surkovsky Centre Ltd, including:

- Directors;
- Researchers;
- Lecturers;
- Academic staff;
- Trainers;
- Visiting scholars;
- Consultants;
- Students;
- External collaborators;
- Contractors;
- Interns;
- Volunteers.

The Policy applies equally to:

- educational programmes;
  - research projects;
  - publications;
  - conferences;
  - workshops;
  - online learning;
  - consultancy;
  - scientific cooperation;
  - professional training.
- 

### **4. Principles of Academic Integrity**

Academic integrity within Surkovsky Centre Ltd is founded upon the following principles.



## **Honesty**

Academic work shall always present truthful information.

Research findings, educational materials and publications shall never intentionally mislead readers, students or partners.

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## **Trust**

Education and scientific research depend upon trust between researchers, lecturers, students, partners and society.

Trust is earned through honesty, transparency and professional responsibility.

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## **Fairness**

Assessment, peer review, research evaluation and publication shall always be impartial, objective and evidence-based.

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## **Respect**

Every individual shall respect:

- intellectual contributions;
  - copyright;
  - diversity of opinion;
  - academic freedom;
  - professional expertise.
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## **Responsibility**

Every member of Surkovsky Centre Ltd is personally responsible for maintaining academic standards.

Academic integrity is a shared institutional responsibility rather than an individual obligation alone.

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## **Courage**

Individuals are expected to report academic misconduct whenever it threatens the integrity or reputation of the Company.

Ethical behaviour sometimes requires difficult decisions.

Surkovsky Centre Ltd supports those who raise genuine concerns in good faith.



## 5. Academic Honesty

Academic honesty requires that every educational and scientific activity accurately reflects the work actually performed.

Individuals shall:

- submit only their own original work unless collaboration has been authorised;
- distinguish clearly between personal ideas and those of others;
- acknowledge all sources appropriately;
- avoid deception in any academic activity;
- represent qualifications, experience and achievements truthfully;
- maintain honesty in examinations, assessments, research and publications.

Academic honesty applies equally to traditional learning, online education, collaborative research and digital scholarship.

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## 6. Research Integrity

Research conducted under the name of Surkovsky Centre Ltd shall always be:

- objective;
- transparent;
- reproducible where appropriate;
- evidence-based;
- ethically conducted.

Researchers shall:

- apply recognised scientific methods;
- maintain complete research records;
- report findings honestly;
- acknowledge limitations;
- disclose uncertainties where appropriate;
- distinguish clearly between evidence and interpretation.

Scientific conclusions shall never be influenced by financial interests, political pressure or personal preferences.



## **7. Research Ethics**

### **7.1 Ethical Responsibility**

Surkovsky Centre Ltd is committed to conducting research that is ethical, lawful, responsible and beneficial to society.

Ethical research extends beyond legal compliance. It requires integrity, respect for participants, professional competence and careful consideration of the potential consequences of research activities.

Every researcher shall ensure that research is conducted with honesty, fairness and accountability.

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### **7.2 Respect for Human Participants**

Research involving human participants shall be conducted with the highest level of ethical care.

Researchers shall:

- respect the dignity of every participant;
- obtain informed consent where required;
- explain the purpose of the research clearly;
- protect participants from unnecessary risk;
- respect the right to withdraw from research;
- protect privacy and confidentiality.

No participant shall be subjected to coercion, deception or discrimination.

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### **7.3 Research Involving Organisations**

Research involving organisations shall be conducted professionally and responsibly.

Researchers shall:

- obtain appropriate permissions where required;
- protect confidential organisational information;
- avoid conflicts of interest;
- present findings objectively.

Commercial interests shall never compromise scientific integrity.

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### **7.4 Ethical Risk Assessment**

Before commencing research, researchers shall consider:



- potential risks;
- expected benefits;
- ethical implications;
- legal requirements;
- data protection obligations;
- reputational risks.

Where appropriate, ethical approval shall be obtained before research begins.

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## **7.5 Responsible Innovation**

Innovation shall be pursued responsibly.

Researchers shall consider the possible impact of their work upon:

- individuals;
- organisations;
- society;
- the environment;
- future generations.

Scientific progress should contribute positively to society.

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## **8. Academic Misconduct**

### **8.1 Principle**

Academic misconduct undermines confidence in education, research and scientific knowledge.

Surkovsky Centre Ltd adopts a zero-tolerance approach towards any form of academic dishonesty.

Academic misconduct may result in disciplinary action regardless of whether it occurs intentionally or through serious negligence.

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### **8.2 Forms of Academic Misconduct**

Academic misconduct includes, but is not limited to:

- plagiarism;
- self-plagiarism;
- fabrication of research;



- falsification of data;
- contract cheating;
- examination misconduct;
- impersonation;
- unauthorised collaboration;
- inappropriate authorship;
- manipulation of citations;
- misleading publication practices;
- concealment of conflicts of interest;
- misuse of Artificial Intelligence;
- deliberate destruction of research records.

This list is illustrative rather than exhaustive.

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### **8.3 Fabrication**

Fabrication is the intentional creation of data, results or observations that never existed.

Fabrication represents one of the most serious violations of scientific integrity.

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### **8.4 Falsification**

Falsification involves manipulating research materials, equipment, processes or data in order to produce misleading conclusions.

Examples include:

- altering research results;
  - selective omission of findings;
  - manipulating images;
  - changing statistical analyses without justification.
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### **8.5 Contract Cheating**

Submitting work produced by another person without proper acknowledgement is prohibited.

This includes purchasing assignments, dissertations, research papers or other academic work.

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## **9. Plagiarism**

### **9.1 Definition**

Plagiarism is the presentation of another person's ideas, words, data or creative work as one's own without appropriate acknowledgement.

Plagiarism is incompatible with the academic values of Surkovsky Centre Ltd.

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### **9.2 Forms of Plagiarism**

Plagiarism includes:

- copying text without citation;
  - paraphrasing without attribution;
  - presenting another person's ideas as original;
  - copying figures or tables without permission;
  - translating another author's work without acknowledgement;
  - using unpublished material without authorisation.
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### **9.3 Self-Plagiarism**

Authors shall not substantially reproduce their own previously published work without appropriate acknowledgement.

Where previous work is reused legitimately, its earlier publication shall be clearly identified.

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### **9.4 Prevention**

Every individual shall:

- cite all sources accurately;
- maintain careful research notes;
- distinguish quotations from original writing;
- understand accepted referencing standards;
- seek guidance where uncertainty exists.

The Company encourages education rather than punishment wherever genuine mistakes occur.

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## **10. Authorship and Contributorship**

### **10.1 General Principle**



Authorship carries both credit and responsibility.

Every listed author shall accept responsibility for the integrity of the published work.

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## 10.2 Criteria for Authorship

An individual shall normally qualify as an author only where they have made a substantial contribution to one or more of the following:

- research conception;
  - study design;
  - data collection;
  - analysis;
  - interpretation;
  - manuscript preparation;
  - critical revision.
- 

## 10.3 Inappropriate Authorship

The following practices are unacceptable:

- honorary authorship;
- guest authorship;
- ghost authorship;
- purchased authorship.

Authorship shall never be granted solely because of seniority, position or financial contribution.

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## 10.4 Acknowledgements

Individuals who contributed to a project but do not meet the criteria for authorship shall be appropriately acknowledged.

Acknowledgement shall never replace proper authorship.

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## 11. Citation and Referencing

Academic work produced by Surkovsky Centre Ltd shall acknowledge all relevant intellectual sources accurately.

Proper citation demonstrates respect for previous scholarship and enables readers to verify information independently.



Researchers shall use recognised referencing styles consistently throughout their work.

Deliberate manipulation of citations to inflate academic impact, improve publication metrics or mislead readers is prohibited.

Failure to acknowledge sources appropriately may constitute academic misconduct.

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## **12. Publication Ethics**

### **12.1 Principle**

Surkovsky Centre Ltd is committed to maintaining the highest standards of integrity, transparency and responsibility in all scholarly publications.

Every publication issued under the name of the Company shall contribute honestly to the advancement of knowledge and reflect recognised international standards of academic publishing.

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### **12.2 Accuracy and Integrity**

Authors shall ensure that every publication:

- accurately represents the research undertaken;
- reports findings objectively;
- distinguishes facts from interpretation;
- acknowledges limitations where appropriate;
- avoids misleading statements.

Scientific publications shall never exaggerate research findings or intentionally omit material information.

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### **12.3 Originality**

Publications shall represent original scholarly work.

Where previous work is incorporated, it shall be properly cited and clearly distinguished from newly developed material.

Duplicate publication, redundant publication and salami publication shall be avoided unless fully justified and transparently disclosed.

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### **12.4 Editorial Independence**

Editorial decisions shall be based exclusively upon:

- academic quality;



- scientific merit;
- originality;
- relevance;
- ethical compliance.

Editorial decisions shall never be influenced by:

- political pressure;
  - commercial interests;
  - personal relationships;
  - financial incentives.
- 

## **12.5 Corrections and Retractions**

Where significant errors are identified after publication, authors shall cooperate fully in:

- publishing corrections;
- issuing clarifications;
- retracting publications where necessary.

Protecting the integrity of the scientific record shall take precedence over reputational considerations.

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## **13. Peer Review**

### **13.1 Purpose**

Peer review is an essential mechanism for maintaining academic quality and scientific credibility.

The Company supports fair, objective and constructive peer review across all academic activities.

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### **13.2 Responsibilities of Reviewers**

Reviewers shall:

- act impartially;
- maintain confidentiality;
- declare conflicts of interest;
- evaluate work objectively;
- provide constructive feedback;



- respect intellectual property.

Reviews shall focus upon the quality of the work rather than the identity of the author.

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### **13.3 Confidentiality**

Manuscripts submitted for review shall be treated as confidential documents.

Reviewers shall not:

- copy manuscripts;
  - distribute unpublished material;
  - use unpublished findings for personal benefit;
  - disclose review outcomes to unauthorised persons.
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### **13.4 Professional Conduct**

Peer review shall be conducted respectfully.

Personal criticism, discriminatory remarks or inappropriate language have no place in scholarly evaluation.

Constructive criticism strengthens academic quality.

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## **14. Artificial Intelligence in Academic Activities**

### **14.1 General Principle**

Surkovsky Centre Ltd recognises Artificial Intelligence as a valuable tool capable of supporting education, research and scholarly communication.

Artificial Intelligence shall assist human expertise but shall never replace academic judgement, scientific responsibility or ethical decision-making.

The use of AI shall always remain transparent, accountable and consistent with recognised academic standards.

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### **14.2 Responsible Use**

Artificial Intelligence may be used to support activities such as:

- language editing;
- literature discovery;
- data organisation;
- programming assistance;



- statistical support;
- document formatting;
- educational preparation.

Every output generated with AI shall be critically reviewed by the responsible author before use.

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### **14.3 Prohibited Uses**

Artificial Intelligence shall not be used to:

- fabricate research data;
- falsify scientific findings;
- generate fictitious references;
- impersonate another author;
- conceal academic misconduct;
- misrepresent authorship;
- bypass academic assessment requirements.

Such conduct constitutes academic misconduct.

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### **14.4 Transparency**

Where AI has materially contributed to academic work, its use shall be disclosed where appropriate in accordance with publisher, institution or project requirements.

Transparency strengthens confidence in academic outputs.

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### **14.5 Human Responsibility**

The individual submitting academic work remains fully responsible for:

- accuracy;
- originality;
- ethical compliance;
- legal compliance;
- scholarly quality.

Responsibility cannot be delegated to Artificial Intelligence.

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## **15. Research Data Management**

### **15.1 Principle**

Research data constitute valuable academic assets and shall be managed responsibly throughout their entire lifecycle.

Proper data management promotes transparency, reproducibility and public confidence in research.

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### **15.2 Data Collection**

Researchers shall collect data:

- lawfully;
- ethically;
- accurately;
- systematically;
- proportionately.

Only data necessary for legitimate research purposes shall be collected.

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### **15.3 Data Storage**

Research data shall be stored securely using appropriate technical and organisational safeguards.

Access shall be limited to authorised individuals with legitimate research responsibilities.

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### **15.4 Data Retention**

Research records shall be retained for periods consistent with:

- legal requirements;
- contractual obligations;
- funding conditions;
- recognised academic practice.

Premature destruction of research records is prohibited.

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### **15.5 Data Sharing**

Where appropriate, research data should be shared responsibly to promote scientific transparency and collaboration.



Data sharing shall always respect:

- confidentiality;
  - intellectual property;
  - contractual obligations;
  - applicable data protection legislation.
- 

## 15.6 Data Integrity

Research data shall remain:

- accurate;
- complete;
- authentic;
- traceable;
- protected against unauthorised alteration.

Intentional manipulation or destruction of research data constitutes serious academic misconduct.

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## 16. Responsibilities

### 16.1 Institutional Responsibility

Surkovsky Centre Ltd is responsible for establishing and maintaining an organisational culture founded upon academic excellence, integrity and ethical responsibility.

The Company shall:

- promote the principles of academic integrity throughout all activities;
- provide appropriate guidance and training;
- maintain clear academic policies and procedures;
- support responsible research and education;
- investigate allegations of academic misconduct fairly and objectively;
- continually improve its academic governance framework.

Academic integrity shall form an integral part of the Company's governance, education, research and publishing activities.

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### 16.2 Responsibilities of Directors

The Director is responsible for ensuring that:



- this Policy remains current and effective;
- adequate resources are available for its implementation;
- academic integrity forms part of the Company's strategic governance;
- serious allegations of academic misconduct are addressed appropriately;
- organisational leadership demonstrates ethical behaviour.

Leadership shall promote integrity through example rather than instruction alone.

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### **16.3 Responsibilities of Managers**

Managers shall:

- promote ethical academic practice;
- support staff development;
- identify academic risks;
- encourage open discussion;
- ensure concerns are addressed promptly;
- foster an environment based upon trust and accountability.

Managers shall never ignore suspected academic misconduct.

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### **16.4 Responsibilities of Researchers**

Researchers shall:

- conduct research honestly;
- comply with ethical requirements;
- maintain accurate records;
- report findings objectively;
- acknowledge limitations;
- disclose conflicts of interest;
- protect confidential information;
- uphold the reputation of Surkovsky Centre Ltd.

Scientific integrity remains the personal responsibility of every researcher.

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## 16.5 Responsibilities of Lecturers and Trainers

Academic staff shall:

- promote independent thinking;
- encourage academic honesty;
- assess learners fairly;
- prevent academic misconduct;
- respect intellectual diversity;
- provide accurate educational content.

Lecturers shall serve as role models for ethical academic behaviour.

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## 16.6 Responsibilities of Students and Learners

Participants in educational programmes are expected to:

- submit original work;
- respect copyright;
- acknowledge sources appropriately;
- avoid plagiarism;
- participate honestly in assessments;
- report academic misconduct where appropriate.

Academic success shall always be achieved through genuine learning.

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## 17. Investigation Procedures

### 17.1 General Principle

Every allegation of academic misconduct shall be investigated:

- fairly;
- objectively;
- confidentially;
- proportionately;
- without unnecessary delay.

The purpose of an investigation is to establish facts rather than assumptions.

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## 17.2 Initial Assessment

Upon receiving a report, the Company shall conduct an initial assessment to determine:

- whether the allegation falls within the scope of this Policy;
- whether sufficient information exists;
- whether immediate action is required.

Minor matters may be resolved through education or guidance where appropriate.

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## 17.3 Formal Investigation

Where necessary, a formal investigation shall be undertaken.

The investigation may include:

- interviews;
- review of documents;
- examination of research records;
- plagiarism analysis;
- consultation with independent experts;
- review of digital evidence.

All parties shall have an opportunity to present relevant information.

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## 17.4 Confidentiality

Investigations shall remain confidential to the greatest extent permitted by law.

Information shall only be disclosed where necessary for:

- the investigation;
  - legal compliance;
  - regulatory obligations;
  - safeguarding the integrity of academic activities.
- 

## 17.5 Investigation Outcomes

Following completion of the investigation, the Company shall determine whether:

- no breach occurred;
- minor academic error occurred;



- academic misconduct occurred;
- serious academic misconduct occurred.

Decisions shall be supported by documented evidence.

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## 18. Sanctions

The purpose of sanctions is to protect academic integrity rather than simply punish individuals.

Sanctions shall be proportionate to:

- the seriousness of the misconduct;
- intent;
- previous conduct;
- consequences;
- mitigating circumstances.

Possible actions include:

- academic guidance;
- mandatory training;
- written warning;
- correction of publications;
- withdrawal of publications;
- removal from research projects;
- termination of employment or contractual relationship;
- notification of funding organisations;
- notification of academic partners;
- referral to professional or regulatory authorities.

Where criminal conduct is suspected, the matter may be referred to the appropriate law enforcement authorities.

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## 19. Appeals

Individuals subject to decisions under this Policy shall have the right to request a review where they believe:

- procedural errors occurred;
- relevant evidence was overlooked;



- new evidence has become available;
- the sanction imposed was disproportionate.

Appeals shall be considered by an individual or panel independent of the original decision wherever practicable.

Appeal decisions shall normally be final within the Company's internal procedures.

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## **20. Monitoring and Review**

The effectiveness of this Policy shall be monitored regularly.

The Director shall ensure that the Policy remains:

- legally compliant;
- academically appropriate;
- operationally effective;
- consistent with international standards of academic integrity.

The Policy shall normally be reviewed:

- annually;
  - following significant legislative changes;
  - following major organisational changes;
  - following significant academic integrity cases;
  - where lessons learned indicate improvements are required.
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## **21. Related Company Documents**

This Policy should be read together with:

- Code of Conduct
- Research Ethics Policy
- Quality Assurance Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Information Security Policy
- Publication Policy
- Intellectual Property Policy
- Whistleblowing Policy



- Complaints Procedure
- Risk Management Policy

Where inconsistency exists between documents, the higher legal or regulatory requirement shall prevail.

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## 22. Approval

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**Version:** 1.0

**Approved by:** Board of Directors

**Authorised by:** Director  
**Surkovsky Centre Ltd**

Signature:

Name: Jozef SURKOVSKY

Date: 1 August 2026

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