COURSE

SEARCH AND CONTENT-ANALYSIS OF INFORMATION IN OPEN AND PRIVATE DATABASES
Lecturers:
Antonina Volkotrub, Tetiana Kostiuchenko

Group mailing list: acicp_2018@googlegroups.com

Time of the lessons: 29-30 March, 5-6 April, 19 April (Thursday-Friday) from 18:00 until 20:50, 31 March, 14 April (Saturday) from 9:00 until 11:50

Form of control: credit
Room: 4-100

Aim of the course:

During the course students will acquire practical skills in searching, collecting, processing, and using information tools in Ukrainian and foreign public registers to detect corruption and in the use of network analysis. The course will be held in the form of lecture-workshops, case-studies and practices about information gathering in open databases.
<table>
<thead>
<tr>
<th>№</th>
<th>Topic</th>
<th>Date</th>
<th>Time</th>
<th>Type of class</th>
<th>Room</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ukrainian registers</td>
<td>24.01.19</td>
<td>18:00–19:20</td>
<td>Lecture-workshop</td>
<td>4-100</td>
<td>Antonina Volkotrub</td>
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<td>19:30–20:50</td>
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<td>2-3</td>
<td>Sham entrepreneurship and raiding. Institutes of common investment.</td>
<td>25.01.19</td>
<td>18:00–19:20</td>
<td>Lecture-workshop &amp; case-study</td>
<td>4-100</td>
<td>Antonina Volkotrub</td>
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<td>19:30–20:50</td>
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<tr>
<td>4-5</td>
<td>Foreign registers. Beneficial owner.</td>
<td>26.01.19</td>
<td>10:00–12:50</td>
<td>Lecture-workshop</td>
<td>4-100</td>
<td>Antonina Volkotrub</td>
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<tr>
<td>6-7</td>
<td>Logic of financial statement structure and the connection between financial statements. Analysis and interpretation of financial statements. Indicators of profitability, liquidity, efficiency.</td>
<td>31.01.19</td>
<td>18:00–19:20</td>
<td>Lecture-workshop</td>
<td>4-100</td>
<td>Antonina Volkotrub</td>
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<td>19:30–20:50</td>
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<td>8-9</td>
<td>How to read foreign financial statements. How to read Ukrainian financial statements. Main indicators.</td>
<td>01.02.19</td>
<td>18:00–19:20</td>
<td>Case-study</td>
<td>4-100</td>
<td>Antonina Volkotrub</td>
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<td>19:30–20:50</td>
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<td>10.</td>
<td>Network analysis: a review of the main concepts and types of networks.</td>
<td>02.02.19</td>
<td>10:00–11:20</td>
<td>Lecture-workshop</td>
<td>4-100</td>
<td>Tetiana Kostiuchenko</td>
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<td>11.</td>
<td>Practical questions of using network analysis</td>
<td>02.02.19</td>
<td>11:35–13:00</td>
<td>Lecture-workshop &amp; practice</td>
<td>4-100</td>
<td>Tetiana Kostiuchenko</td>
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<td>16.02.19</td>
<td>10:00–11:20</td>
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Course Rules and Requirements:

Lectures, workshops and case-study:
Active preparation, discussion and participation is required. During the course there can be some changes to course requirements and you will be informed via the group mailing list (class_cpps_2017@googlegroups.com) and oral announcement. Students are responsible for being aware of changes even if they are absent from the lessons. Please, turn off your phones during the lessons and don’t be late. You can use a laptop during workshops.

Course e-mail:
Program, announcements and study materials will be available of the ACREC website: https://acrec.org.ua/

Group mailing list:
You will be informed by mailing list of curators. Students are responsible for being aware of all updates.

Rules of email communication:
Please, send emails only for: 1) an appointment for additional individual consultations; 2) a notice of absence from the lesson and reasons for it; 3) a request for sending announcements again, changes to the program, schedule or additional course materials. Questions about course materials, lessons or credit procedure should be asked after the lessons or during individual consultation.

Getting extra points:
Extra points are not allowed in this course except the ones that are foreseen in the course.

Rules during the lesson:
Please, turn off your phones during the lectures and don’t be late to the lessons. Discussions are to be lively and interesting, but express your comments politely. Please, respect others’ point of view and express your disagreement with the arguments of others in a polite form.

Ethical rules for writing tasks:
All students must work on projects individually. Group work can only be conducted during the joint project. Students are required to make references in their work and cite all sources and publications. Research without references is considered to be plagiarism. Plagiarism is unacceptable and will lead to the loss of the right to receive credits for the course.
Grade for the course

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>Scores (Points)</th>
<th>Signification</th>
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<tbody>
<tr>
<td>A</td>
<td>91-100</td>
<td>Excellent</td>
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<tr>
<td>B</td>
<td>81-90</td>
<td>Very Good</td>
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<tr>
<td>C</td>
<td>71-80</td>
<td>Good</td>
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<tr>
<td>D</td>
<td>66-70</td>
<td>Satisfactory</td>
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<tr>
<td>E</td>
<td>60-65</td>
<td>Sufficient</td>
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<tr>
<td>F</td>
<td>30-59</td>
<td>Insufficient</td>
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<tr>
<td>F</td>
<td>0-29</td>
<td>Failed</td>
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</table>

Division of grades in the course

Mark consists of two blocks

Block 1: First part of the course “Searching for information in databases” 50%

Task 1 (Registers) Max 30 points

Task 2 (Finances) Max 20 points

Block 2: Second part of the course “Network Analyses” 50%

Tasks and tests Max 50 points
PLAN OF THE COURSE

Search and content-analysis of information in open and private databases
**TOPIC 1.**
**UKRAINIAN REGISTERS**

**Agenda**
- Work with foreign registers.
  - Unified State Register of Legal Entities and individual entrepreneurs
  - SMIDA (Agency for the Development of Stock Market Infrastructure of Ukraine)
  - Register of court decisions
  - Real estate register
  - Tax map
  - Register of the Ministry of Internal Affairs
  - Unified website for public use funds
  - Unified State Register of Declarations
- Non-government initiatives:
  - Pep.org.ua
  - Declarations.com.ua
  - Youcontrol
  - Shukach.info (Шукачю.інфо)
  - 007 Search-Analyzing System (007 Пошуково-аналітична система)

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**Materials**

- Registers: https://drive.google.com/drive/u/0/ folders/1_ UK1szvX15LcEUP_RseJru10h78m_B6S
- Database: -Unified State Register of Legal Entities and individual entrepreneurs: https://usr.minjust.gov.ua/ua
- SMIDA (Agency for the Development of Stock Market Infrastructure of Ukraine) http://smida.gov.ua
- Register of court decisions http://www.reyestr.court.gov
- Real estate register https://kap.minjust.gov.ua
- Tax map http://map.land.gov.ua/ kadastrova-karta
- Register of the Ministry of Internal Affairs http://hsc.gov.ua
- The only website for public use funds https://spending.gov.ua
- Unified State Register of Declarations https://nazk.gov.ua
- Pep.org.ua
- Declarations.com.ua
- https://www.007.org.ua/bi
- http://youcontrol.com.ua
- https://opendatabot.com
- https://shukach.info/camp
- http://nomer-org.biz/allukraina
- https://www.ua-region.info
TOPIC 2.
SHAM ENTREPRENEURSHIP AND RAIDING

Agenda
- Features of sham entrepreneurship, features of companies that are under extra NBU monitoring (NBU list #25-0004 / 31760)
- Raiding: pointing factors on company appropriation, unauthorized interference in the register, change of legal owners. Liabilities: credits, account payables

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Materials
- Business Ombudsman’s Office report on raiding. URL: https://boi.org.ua/publications/reports/21-sistemnij-zvtborotba-z-rejderstvom-suchasnj-stan
TOPIC 3.
INSTITUTES OF COMMON INVESTMENT

Agenda
- Joint investment institutions: types and logic of formation.
- What information you can find.

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Materials
- Law of Ukraine of Joint Investment Institutions
  http://zakon2.rada.gov.ua/laws/show/5080-17/print1509228004607260
- https://www.khanacademy.org/economics-financedomain/core-finance/investment-vehicletutorial#mutual-funds
- Private Equity and Venture Capital (Bocconi University) – coursera.org
TOPIC 4.
FOREIGN REGISTERS

Agenda
- Main emphasis on working with registers of:
  - The United Kingdom (The Registrar of Companies for England and Wales (companies house) - https://beta.companieshouse.gov.uk/)
  - The Netherlands (Kamer van Koophandel - http://www.kvk.nl/english/)
  - Hong Kong (Companies Registry Cyber Search Centre - http://www.icris.cr.gov.hk/csci/)
  - Germany (The Association of German Chambers of Commerce and Industry - http://www.dihk.de/ihkfinder/ihk-finder-dihk.html)
  - Austria (DAS Firmenverzeichnis Österreichs - http://www.firmenabc.at/)
  - Switzerland (Cantonal registry of commerce - https://www.zefix.ch/de/search/entity/welcome)

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Materials
TOPIC 5. BENEFICIAL OWNER

Agenda
- Beneficial owner: definition and registers of Beneficial owners.
- Ways of bypassing of Beneficial owner’s inputs.
- Features of nominal owner.
- Markers of Beneficial owner definition.

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Materials
<table>
<thead>
<tr>
<th>Topic</th>
<th>Source</th>
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<tbody>
<tr>
<td>Law of Ukraine &quot;On preventing and counteracting the legalization (laundering) of the proceeds of crime, terrorist financing, and financing proliferation of weapons of mass destruction&quot;</td>
<td><a href="http://zakon2.rada.gov.ua/laws/show/1702-18">http://zakon2.rada.gov.ua/laws/show/1702-18</a></td>
</tr>
<tr>
<td>Clarification of the Civil Code by the CPC regarding public figures</td>
<td><a href="https://pep.org.ua/uk/hto-taki-publichni-diya/">https://pep.org.ua/uk/hto-taki-publichni-diya/</a></td>
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<tr>
<td><a href="https://www.youtube.com/watch?v=Ax4fkFeGDlM&amp;t=4s">https://www.youtube.com/watch?v=Ax4fkFeGDlM&amp;t=4s</a></td>
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TOPIC 6.
LOGIC OF FINANCIAL STATEMENT STRUCTURE AND CONNECTION BETWEEN FINANCIAL STATEMENT

Lecturer:
Antonina Volkotrub

Materials
- Atrill & McLaney Accounting and finance for nonspecialists
TOPIC 7.  
ANALYSIS AND 
INTERPRETATION 
OF FINANCIAL 
STATEMENTS

Agenda
- Indicators of profitability, liquidity, efficiency.
- Calculation of indicators and their analysis.

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Materials
- Atrill & McLaney Accounting and finance for non-specialists.
TOPIC 8. HOW TO READ FOREIGN FINANCIAL STATEMENTS

Lecturer:
Antonina Volkotrub

Materials
- The Investigative Journalist’s Guide to Company Accounts by Raj Bairoliya
- Guideline: https://drive.google.com/drive/u/0/folders/1_UKlszvXILcEUP_RseJruIOh78m_B6S
TOPIC 9.
HOW TO READ UKRAINIAN FINANCIAL STATEMENT. MAIN INDICATORS

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Materials
Guideline
https://drive.google.com/drive/u/0/folders/1_UKIszvXl5LcEUP_RseJru1Oh78m_B6S
TOPIC 10.
NETWORK ANALYSIS: A REVIEW OF THE MAIN CONCEPTS AND TYPES OF NETWORKS

Agenda
- Overview of basic concepts of network analysis: actors, connections, attributes.
- Types of connections and network structures
- Types of network: difference in analysis approaches (sociocentric and egocentric)
- Start of research and survey sample
- Data collection
- Examples of questionnaires and questions for data collection about connections and actors.

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Materials
- Atrill & McLaney Accounting and finance for non-specialists

PRACTICE


For work with the practical component you need:
- to have a laptop
- to download UNICET for Windows in advance (90-free-day version: https://sites.google.com/site/ucinetsoftware/home)

Materials

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TOPIC 11.
PRACTICAL QUESTIONS OF USING NETWORK ANALYSIS

**Agenda**
- The concept of basic features of the network.
- Calculation and interpretation of connection indicators (density, cohesion, connectivity, centralization).
- Calculation and interpretation of centrality indicators (degree, betweenness, closeness, eigenvector).
- Basic indicators of ego-networks (brokerage, closure).

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**For the practical component you need:**
- to have a data base file for network analyze (min. 15-20 actors, 1-2 connection types, 2 attributes)
- to formulate 2-3 research hypotheses

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**Materials**
LEcTureS OF THE COURSE

Antonina Volkotrub –

E-mail: a.volkotrub@gmail.com

Tetiana Kostiuchenko –
Professor at the Sociology Department of Kyiv-Mohyla Academy, one of the leading Ukrainian experts on the implementation of network analysis. She has numerous publications in relevant topics in national and international refereed journals. One of her latest publications on corruption is the chapter “Everyday Corruption Practices” for the monograph “State of the singularity: social structures, situations, everyday practices” of the Institute of Sociology of the National Academy of Sciences of Ukraine and the Department of Sociology of NaUKMA. Her thesis topic is the networking structures of Ukrainian political elites. She has 9-years of experience in social research and took part in different international research projects with the support of the Swedish Research Council (SIDA), DAAD, CIDA and USAID and in projects for the UNDP, OSCE, Council of Europe Office, etc. In 2017 she participated in joint projects such as “Results of the First e-Declaration spate”, “Level of corruption and its perception in Ukraine” (as part of a research team of GfK Ukraine). As a guest researcher she worked at the Friedrich-Schiller University of Jena (2010 on a DAAD scholarship, 2013 on a scholarship from Erasmus Mundus), and at the University of Minnesota (2014, With a Carnegie Fellowship). Tetiana is a member of the International Corruption Research Network (ICR network), and an expert and trainer at ACREC.

E-mail: tetiana.kostiuchenko@yahoo.com