



**Higher Education Institution
ALFRED NOBEL UNIVERSITY**

Quality Management System

**CODE OF CORPORATE BEHAVIOR
IN
ALFRED NOBEL UNIVERSITY**

**Approved by:
ACADEMIC COUNCIL
Record No 9, «21» April 2017**

Dnipro, 2017

1. General principles and provisions

Alfred Nobel University (hereinafter referred to as the University) guarantees equal rights protection for all students, regardless of their social status, gender, age, nationality, religious or other beliefs, and hopes that the relationship between students themselves, students and teachers, as well as students and other members of society will be based on mutual respect and generally recognized principles of culture, morality and ethics.

Alfred Nobel University is an organization that adheres thoroughly to the requirements of the existing legislation, European standards and regulations, and expects its students to respect and adhere to these legal norms in a proper way.

The students of Alfred Nobel University are students of a modern and innovative academic institution, so they should understand that their behavior and actions are closely monitored by peers, parents, teachers, potential employers and society and have an impact on the University's image. On this basis, students should behave in such a way as to maintain the high reputation of the University. They study diligently and in line with expectations to obtain a high-quality education and skills to meet their needs and the requirements of the state, employers, families, and society.

1.1. This Code establishes the basic ethical norms and rules of behavior and concerns all those who study or work at the University: the administrative and academic staff, students, trainees, postgraduate and doctoral students, educational support staff and technical staff.

The Code's norms are binding on all of the abovementioned persons, regardless of their place of residence, age, personality traits, religious or political beliefs, membership of a particular linguistic, ethnic or racial group, sexual orientation, etc.

1.2. The University **recognizes the spiritual, intellectual, moral and creative development of personality as a priority of the highest level.**

The University is guided by the principles of the Magna Charta of the European Universities and recognizes the following:

- research and teaching must be morally and intellectually independent of any political and economic power;

- education must meet the requirements of society and reflect the achievements in scholarly knowledge;

- to ensure freedom in research and teaching, all members of the University's community must be provided with the necessary tools to achieve this;

- recruiting teachers and defining their status should be conducted according to the principle of integrality of research and teaching;

- the University should guarantee its students that they will be provided with the freedoms and conditions which can help them to achieve their goals in the cultural and educational fields.

The faculty members, academic researchers and students of our academic institution are granted academic freedoms, including the freedom of a faculty member of the academic institution to deliver a subject at his/her sole discretion, to choose topics for

research and conduct the research using his/her own methods, as well as the freedom of a student to acquire knowledge according to his/her inclination and needs.

1.3. The University ensures the right of everyone to work or study in the appropriate circumstances and in safety.

1.4. All those who consider themselves worthy of respect and want to enjoy respect and goodwill from others should be committed to the implementation of ethical rules and norms of behavior.

1.5. The definitions of "everyone," "nobody," and "anyone," in the text of this Code concern all those who work or study at the University, as well as all those who cooperate with the University as a business partner or user of the University's services, etc.

1.6. Any provision of this Code may not be interpreted as an attempt to substitute the regulations of the existing legislation or to deny any rights and freedoms protected by laws or norms or traditions of public morality.

1.7. This Code is not aimed at the detailed regulation of each step of the individual; The Code may also not be interpreted as an exhaustive list of permissions and prohibitions or ethical or moral principles that are already regulated by law or are recognized by the public as well-known, that is, those which, without additional regulation, should be consistently followed by all responsible and adequate members of society.

1.8. According to the University's statute, the main goals and tasks of the University are to train highly skilled specialists by providing a higher education, to undertake research in the relevant areas, as well as to educate students and trainees as cultural, literate, moral and creative individuals, active and responsible citizens of their country, physically and morally healthy individuals.

According to these key categories, the University recognizes students and academic staff. The administrative and educational support staff of the University and employees of the University's other structural subdivisions should be guided by the basic principle: to perform their official duties as best to provide the opportunity for teachers, academicians and students to conduct the educational and research process successfully.

1.9. The ethical norms listed in the Code are aimed primarily at creating a healthy moral environment for relationships at the University in the performance of key tasks. Therefore, any provision of this Code may not be interpreted as an attempt to interfere with the individual's private life or an attempt to regulate the field of personal relationships.

1.10. This Code is an integral part of the contracts (agreements) concluded between the University on the one hand and students, postgraduate and doctoral students, trainees, payers for educational services (individuals and legal entities) or employees at the time of

admission to study or employment, on the other hand.

The analysis and assessment of the implementation of the rules of professional behavior and ethical norms enshrined in the Code is an obligatory element for holding competitions for vacant posts, appointments to management positions at the University, approval of performance evaluation reports, recommendations, etc.

Violations of the norms and obligations arising from this Code may be grounds for review of the conditions or early termination of the aforementioned contracts or agreements.

1.11. This Code is approved by the Academic Council of the University and comes into force from the date of publication of the relevant order of the University's President.

The Code does not substitute other statutory documents of the University: the constituent agreement, the statute, contracts, etc.

2. Basic ethical principles and norms of behavior at Alfred Nobel University

2.1. Everyone should respect the norms of the Constitution and laws of Ukraine, as well as respect the norms of international legal documents that proclaim and protect the basic personal rights as well as human and civic freedoms. Nobody should ignore or violate the basic principles and norms of the aforementioned legal documents.

2.2. Everyone should respect the values of the historical and cultural heritage of Ukraine and languages and traditions of Ukraine. Anyone who considers himself a cultured person and member of intelligentsia should also treat the culture, traditions, customs and beliefs of the representatives of other nations and countries he/she communicates with, with respect and tolerance when working and studying at the University.

2.3. Everyone should treat others with dignity and respect. Everyone has the right to a respectful attitude to himself/herself and the others on the part of anyone at the University.

2.4. Nobody may be discriminated against or offended on the basis of belonging to any political, social, religious, ideological organization or community, as well as on the basis of personal ideological and political beliefs. A person's belonging to any political party, public organization or public movement, as well as to any religious denomination (or belonging to none of them) may not be a reason for incorrect, ignorant or disrespectful behavior. Ideological and political beliefs or differences should not prevent the maintenance of normal correct relationships between those who study or work at the University.

2.5. Everyone has the right to engage in political or religious activities within the framework of the law and solely during his/her off-work or study-free time. As a rule, such activities may be performed at the University only after the completion of studies and if such activities are approved in advance by the University's administration.

2.6. The University recognizes civilizational values common to all mankind, according to which the person's belonging to any national, ethnic, linguistic, social or sexual group, may in no way be a reason for discrimination or an improper and offensive attitude.

2.7. Taking into account the aforementioned, we recognize the following basic principles of the ethics of relationships at the University, which are mandatory for everyone:

- ✓ benevolence, respectfulness, correctness, politeness;
- ✓ self-command, tolerance to the opposite point of view, tactfulness;
- ✓ respect for the law;
- ✓ honesty and responsibility;
- ✓ an affirmative approach to problem solving;
- ✓ punctuality and commitment;
- ✓ respect for each member of the University's team;
- ✓ aspiration to ensure an atmosphere of psychological comfort when communicating, to avoid non-work related conflict situations and emotional coloring of work-related conflicts, to avoid clashes or virulent abuse;
- ✓ adhering to common sense, norms and traditions of behavior according to the criteria of social morality;
- ✓ the priority of the University's interests, teamwork, the orientation towards achieving the most positive results possible;
- ✓ the recognition of professionalism, decency, morality, human dignity as the most important priority values;
- ✓ non-disclosure of confidential or proprietary information about the operational activities of the University.

3. Rights and obligations of the University's students, trainees, postgraduate and doctoral students, as well as all those who study at Alfred Nobel University on any study programme

3.1 The students should perform the following:

3.1.1 be careful about their appearance and come to the educational institution neatly dressed and maintain hygienic requirements. It is not allowed to come to the educational institution in sports or beachwear, etc. The business style of clothing is desirable.

3.1.2 After entering the University, remove outer clothing and leave it in the cloakroom. It is not allowed to wear in outer clothing in classrooms, unless it is connected with the problems of heating in the winter.

3.1.3 mind their language and avoid using junk words and slang. The students should in no case use obscene words. Undue familiarity, rudeness, disrespectful communication with a dialog partner, indecent behavior in any form (obscene jokes, offensive gestures, physical assault, etc.) are also prohibited.

3.1.4 It is strictly forbidden to consume narcotic drugs and toxic substances. It is not allowed to consume alcoholic and low-alcohol drinks or to be under the influence of alcohol or narcotic drugs at any time in the University's territory and other places when

organizing a specific event held by the University's employees. Violation of this rule is a gross violation of discipline.

3.1.5 Falsification of documents related to the educational process or providing false information related to studies are actions which are not acceptable for the University's students.

3.1.6 take good care of the facilities and study materials of the University. Those who are guilty of damage to or loss of these facilities and materials will be financially liable.

3.1.7 Food and beverages should be consumed in specially designated areas.

3.1.8 In the course of various events: business meetings, gatherings, academic conferences, concerts, holidays, etc., the students should be quiet and keep order, as well as respect the presenters and performers. The sound in cellphones should always be turned off in advance.

3.1.9 uphold the honor and dignity of the University's students, respect the traditions, work constantly on the improvement of their behavior and on attainment in studies. The student should remember that wherever he/she is, he/she is a part of Alfred Nobel University and the University's reputation depends significantly on his/her behavior.

3.2. The students have the following rights:

- ✓ to study in order to reach a specific academic level, to obtain a higher education according to the state and international standards set for the content and scope of the education;

- ✓ to acquire additional education subject to agreement with the University;

- ✓ to study or serve an internship at other educational institutions if so agreed between stakeholders;

- ✓ to use the University's accommodation, academic, research, cultural, sports and operations support facilities, to have free access to the library and computer rooms in accordance with their operating procedure;

- ✓ to use information resources of the Internet, taking into account the technical capacity and relevant restrictions and rules of granting access to the Internet;

- ✓ to take part in research, conferences, contests, exhibitions, competitions, etc.;

- ✓ to take part personally or through their representatives in discussing and resolving issues of improvement of the educational and research process,

- ✓ to organize leisure and recreation, etc.;

- ✓ to have safe and harmless learning environment;

- ✓ to use the services of the University's Diagnostic and Treatment Centre, remedies/pharmaceuticals, means of prevention of diseases and health promotion;

- ✓ to be protected from any forms of exploitation, physical or mental violence and from actions that violate honor and dignity;

- ✓ to elect and be elected to the collegiate bodies of the University;

- ✓ to appeal the orders and directives of the administration in an appropriate manner,

- ✓ to make claims about the behavior and the approach to relationships of anyone at the University through the bodies of student self-government or personally;

- ✓ to take part in student associations, clubs, circles, etc.;

- ✓ to express their thoughts freely if they do not deny the analogous rights of others

and do not degrade human dignity;

✓ to obtain an additional paid leave in connection with studying from their primary place of employment, reduced working hours and other benefits stipulated by the law for persons who combine work with study.

✓ The students who study full time, have the following rights:

✓ to receive travel benefits, as well as to be provided with a student residence in the manner prescribed by the Cabinet of Ministers of Ukraine;

✓ to take part in double-degree programmes;

✓ to receive information about their academic performance;

✓ to improve their grades already given, but not higher than 2 points per semester;

✓ to participate in an academic process on an equal footing, regardless of sex, race, citizenship, language, culture, religion, physical disabilities and other personal qualities;

✓ to obtain an academic leave due to illness or other valid reason;

✓ to be recruited back into studies according to the procedure prescribed by the law;

✓ If a student believes that any University employee, teacher or other student does him/her an injustice or treats him/her with prejudice, he/she may apply to the Student Council or to the University's administration to demand the cessation of the violation of his or her personal rights.

3.3. The students have the following obligations:

✓ to be honest;

✓ to respect the University's teachers, staff and students;

✓ to be responsible for their actions and the consequences to which these actions lead;

✓ to attend classes according to the schedule if there is no any documentary evidence of a valid reason for skipping the classes;

✓ to come to classes on time and not leave the classroom without the teacher's permission;

✓ to perform all academic assignments and activities within the fixed time;

✓ to prepare actively for classes and participate in the classroom work, while allowing other students to contribute to the learning process;

✓ to be careful about the needs and rights of others regarding the use of library and computer resources;

✓ to observe legislation, moral and ethical norms of behavior;

✓ to master the knowledge and practical professional skills taught;

✓ to take care of the University's property and the property of other legal entities and individuals;

✓ to observe sanitation and hygiene standards;

✓ to smoke only in specially designated areas;

✓ to inform in time the University's administration about any circumstances that impede the students in performing their duties or make it impossible to perform the duties;

✓ not to violate the prohibitions, regulations and restrictions imposed by this Code.

3.4. Basic ethical principles and norms of behavior:

- ✓ Everyone should respect the norms of the Constitution and the laws of Ukraine;
- ✓ Everyone should respect the values of historical and cultural heritage of Ukraine and the languages and traditions of Ukraine;
- ✓ Everyone should treat others with dignity and respect. The affiliation of a person to any national, ethnic, linguistic, social or sexual group may in no way be a reason for discrimination or an inappropriate, offensive attitude;
- ✓ Everyone has the right to engage in political or religious activities within the law strictly during his/her off-work or study-free time.

3.5. Classroom behavior:

✓ The students should turn up for classes without delay. Students are informed about the beginning and the end of the classes by the relevant syllabi which are available in electronic and / or paper form.

✓ The students should enter a classroom only after the teacher and students who had the previous class leave the classroom.

✓ The students should be present in the classroom before the teacher comes and the class begins.

✓ Before starting a class, the student should turn off the sound in his/her cell phone and other audio devices. This is an international rule of etiquette that applies not only to the learning process, but also to any official events. It is not allowed to use such devices during a class for purposes that are not related to or violate the educational process. Unauthorized attempts to talk during a class are regarded as a gross violation of the ethical rules of behavior.

✓ The traditional form of greeting a teacher coming into the classroom at the beginning of the class or the representatives of the University's administration who enter the classroom at any time is for the students to stand up.

✓ Any unnecessary sounds are prohibited during the class: private conversations, the sounds of cell phones or other devices, etc.

✓ A student who is late for a class may be allowed to enter the classroom only with the teacher's permission. If the student is late, the sequence of his/her actions should be as follows: to knock on the door, to open the door carefully, to greet the teacher, to apologize for being late, to explain the reason for being late and ask for permission to join the class. If the reason is valid, the permission will be most likely received. If the student is allowed to join the class, he/she should quickly and quietly take any free seat in the classroom, while not talking to or interfering with other students.

✓ If a student wants to ask a teacher about something during a class, he/she should raise his/her hand.

✓ The teacher has the right to make a student leave the classroom if he/she violates discipline and thus prevents the teacher and the group from working. In this case, the student should not dispute with the teacher about the reason for such leaving. Any conflict can be solved after the class. If the student is proven guilty of violating discipline, he/she should humbly apologize for his/her behavior.

✓ During the classes it is forbidden to do the following:

- to move freely within and leave the classroom without the teacher's permission;
- to consume food and beverages;
- to make a mess in the classrooms: to attach chewing gum, to make scratches and inscriptions on the surfaces of desks and walls, to leave litter and so on.

3.5.1. The rules of attending classes:

- ✓ The student should attend classes and perform all sets of assignments listed in the relevant curriculum and study programme in due time.
- ✓ To skip classes without valid reasons is prohibited.
- ✓ If the student misses classes without the permission of the Student Office, he/she must inform the Student Office about the reason and the term of his/her absence from classes.
- ✓ If the student cannot attend classes because of sickness or due to another valid reason, such absence should be confirmed by a document that is submitted to a competent person of the University.
- ✓ The student may receive permission to miss classes for reasons that are known in advance and are valid by preparing and submitting the required application to the Student Office.

3.6. Behavior and general requirements (these apply to exams, final tests, various other test assignments, etc., taking into account the specific nature of taking the abovementioned exams, tests and assignments) for taking tests and examinations:

- ✓ The student should have two pens and his/her student's record book on hand.
- The student is not allowed to take an exam or final test: without his/her student's record book; if the student has any academic backlog/ or financial debt to the University.
- ✓ He/she is allowed to have a simple watch.
- ✓ All bags, briefcases, folders, etc. must be left in a specially designated area before the beginning of an assessment test or examination.
- ✓ When a teacher organizes and supervises an assessment test or examination, the students should take their seats in the next but one manner (in a chessboard manner) (if possible).
- ✓ The students may enter the classroom only one by one after receiving the permission of the teacher who supervises the test or examination .
- ✓ After drawing an examination card, the student should read out its number.

The students may not do the following:

- ✓ use any electronic means of communication (cell phones, etc.).
- ✓ talk to other students and look behind.
- ✓ interfere with other students.
- ✓ use sound and video recorders.
- ✓ come to the test/exam in bright clothes. It is also forbidden to come in revealing clothes: figure-hugging garments, décollete, miniskirts, sleeveless blouse/shirt, etc. Business clothes with neutral tones are desirable.

- ✓ leave the classroom. In exceptional cases when the student is allowed to leave the classroom, the teacher should measure the time of the student's absence.
- ✓ hand over any items to each other.
- ✓ engage in discussion or negotiate with a teacher who supervises the test/exam.
- ✓ take an examination card and/or examination sheet outside the classroom.
- ✓
- ✓ How to get ready for a test or examination:
 - ✓ On the night before the test or examination, you should get enough sleep.
 - ✓ You should remember that good preparation is a guarantee of success in any business in general, as well as a guarantee that you will not worry and most likely earn the highest grade for your assignment, test, or examination. Therefore, be always well prepared before the event.

3.7. In the library the students may not do the following:

- ✓ wear their outer clothing (in the cold months);
 - ✓ talk loudly or use cell phones in the reading room;
 - ✓ make inscriptions on and tear pages out of the University's books and manuals;
- Any student should cover the cost of any book or manual from the library damaged or lost by him/her.

3.8. In a computer room the students should observe the following rules:

- ✓ not to wear their outer clothing (in the cold months);
- ✓ not to use the equipment without the permission of a laboratory assistant;
- ✓ to observe the safety rules;
- ✓ keep silence;
- ✓ not to print out papers that are not related to the educational process;
- ✓ not to consume food and beverages;
- ✓ to treat each other and the laboratory assistants in a proper manner.

3.9. In the cloakroom the students should observe the following rules:

- ✓ not to give to and receive from the cloakroom the clothes of the others;
- ✓ to observe the cloakroom's operating schedule;
- ✓ not to make it difficult for other people to move freely through the corridor.

3.10. In the gym the students should observe the following rules:

- ✓ to use the gym strictly in accordance with the operating schedule and with the permission of the teacher;
- ✓ to engage in sports or physical training only in their sportswear;
- ✓ to observe the safety rules.

3.11. In the canteen (cafe) the students should observe the following rules:

- ✓ not to wear their outer clothing (in the cold months);
- ✓ to treat the others with patience and respect, no to jump the queue to the canteen's cashier;
- ✓ After having their meals, the students should put the chairs carefully at the

- dining table and bring their tableware to the specially designated area;
- ✓ not to make a noise;
- ✓ not to gamble (not to play cards, etc.);
- ✓ not to bring the tableware out of the canteen's dining room.

4. The following mandatory prohibitions apply at the University

4.1. Offensive or obscene behavior. Any kinds and forms of verbal, written or physical obscenity are unacceptable at the University, namely: shameful bodily contact, virulent abuse, brutal jokes, pornography, vulgar gestures or proposals, etc. It is also strictly forbidden to use abusive swear words and strong language.

Those who will utter such obscenities will be punished by the relevant sanctions, namely: warning or early termination of the contract for provision of educational services or the contract of employment. It is strictly forbidden to use any physical, mental or other means of influence that can be recognized as offensive or obscene.

4.2. Vandalism, theft. All acts of vandalism, damage to or theft of the University's or private property of anyone at the University will be inevitably investigated and the evidence will be submitted to the law enforcement agencies for the initiation of criminal proceedings. Such actions will also have consequences for the perpetrators in the form of compensation for material damage and / or termination of the relationship between the perpetrator and the University.

4.3. Consumption and distribution of narcotic drugs or alcohol, gambling. The University's premises are an area free of alcohol, narcotic drugs, toxic substances and gambling.

If the actions of the violator of these norms constitute a criminal offense, the University's administration will apply to the law enforcement agencies.

All those who ignore these rules will bear disciplinary responsibility followed by the appropriate sanctions imposed by the University's administration.

If the violation is repeated or leads to negative consequences, students may be expelled from the University.

It is strictly forbidden to be at the University under the influence of alcohol or drug intoxication. Those who violate this rule will be punished. The penalties range from administrative measures to termination of the violator's relationship with the University.

It is forbidden to manufacture, consume, sell or distribute narcotic drugs or toxic substances at the University. The penalties are determined by the legislation and may result in the expulsion of students from or termination of the employee's contract by the University followed by legal liability.

Gambling is prohibited in the University's territory.

4.4. Impeding.

Nobody has the right to impede anyone in studying, undertaking research, and carrying out the educational process and official functions of the University's administration and any functions prescribed in the Statute:

- to impede anyone in moving freely within the University's territory, except when it is regulated by special rules or regulations for the activities of the relevant structural

subdivisions;

- to possess, store, use or distribute cold weapons or firearms, explosives, chemical or any other agents/substances that endanger the human life and health is strictly prohibited in the territory of the University;

- If anyone refuses to execute the order of the rector (president) and if such refusal endangers anyone's life, health, safety or property, or moral norms, it is considered a serious offense which entails the relevant penalties;

- Inducing anyone to engage in behavior prohibited by this Code is also considered a serious offense which entails the relevant penalties;

- Providing deliberately false information to the University's administration regarding the University's operation is considered to be a serious violation that may lead to the termination of relationships between the guilty person and the University;

- Counterfeiting or falsification or unauthorized use of the documents, archives or information resources of the University or its structural subdivisions or officials are considered as serious offenses which entail the relevant penalties;

- Behavior including an explicit or implicit threat to anyone in the University's territory is strictly prohibited and entails the relevant sanctions and penalties.

Such behavior includes, in particular, the following actions:

✓ chasing anyone for any reason and in any form;

✓ physical assault, harassment or threatening physical attack;

✓ threatening phone calls;

✓ sending threat messages in any form;

✓ sexual harassment;

✓ violation of the safety rules;

✓ other actions that create or are capable of creating physical, mental or moral threats.

4.5. Responsibility for violating discipline

Students who do not observe the rules of behaviour set forth in this Code ,who seriously violate discipline once or systematically, taking into account the level of harm caused, are subject to reprimand or expulsion from the University.

The student may be expelled from the University/ removed from the University's registry on the following grounds:

- on his/her own volition;

- for health reasons on the basis of the conclusion of the Medical Supervisory Committee;

- for non-fulfillment of the contract's terms (for violation of the schedule of the educational process or financial debt, unsatisfactory results of examinations and final tests during the examination period;

- for absenteeism without valid reasons during the academic semester;

- in the case of committing an immoral act incompatible with the continuation of studies as a member of the student body;

- in connection with the transfer to another educational institution;

- for consuming alcohol, narcotic drugs or toxic substances, or for being under the influence of alcohol, narcotic drugs or toxic substances in the University's territory and

territories belonging to the University, or in the venues of various events (concerts, excursions, etc.) organized by the University's employees;

- for inflicting deliberate damage to the University's property;
- in the case of theft (including petty theft) of the University's property or personal property of employees, students and other citizens, as well as for other offenses on the basis of the verdict of a court which has become legally binding, or by a decision of a body which is empowered to impose an administrative penalty or to take measures for maintaining public order;
- for a systematic or one-time gross violation of classroom discipline, the Internal Regulations, the provisions of this Code.

5. Regulations and restrictions

5.1. Smoking. At the University, smoking is allowed exclusively in specially designated and clearly marked areas .

5.2. Using cell phones. The common rules of behavior, courtesy and mutual respect require strict observation of the following regulation ; all cell phones should be silenced or turned off during classes, in the library, in computer rooms and during examinations.

5.3. Using computers and other electronic devices. The University's students and other registered users are required to operate computers carefully and properly. In case of negligence or deliberate infliction of damage resulting in serious malfunctions of computers, the user who inflicted the damage will be deprived of the right to use computer equipment.

Disciplinary punishments imposed depending on the extent of the damage vary from warning to exclusion from the University.

It should be borne in mind that intercepting software or data can lead to serious criminal consequences.

5.4. Observing tidiness and cleanliness. All members of the University's staff and student body are required to take an active part in keeping the Alfred Nobel University's territory and public places clean and tidy. Everyone must be encouraged by his/her own internal culture to treat the University's property with care and to behave adequately in the University's common premises.

5.5. The University library. Everyone should treat the property and information resources of the library (books, periodicals, electronic media, etc.) with care. The books should be returned in accordance with the timeframe defined by the library. The books should be treated with care and returned in as good condition as when they were received. Any changes to the original condition of books, such as: pen, pencil or marker pen marks, torn pages, making pages dirty or dog-eared, are considered as damage to the University's property. Theft of information resources is strictly prohibited. Violation of these rules will result in the relevant punishment of users in accordance with the rules of using the library. Smoking, eating, drinking and loud conversations in the reading room are prohibited.

5.6. Academic integrity and academic ethics. Everyone should be honest and clear when performing his/her academic activity. The forms of academic dishonesty include: falsification of research findings; appropriating other persons' ideas without the relevant references, cheating in exams; permitting other students to commit any acts of academic dishonesty; facilitating the corruption in the educational process.

Use of the texts or ideas of others without the relevant reference to the primary source, citing information (or a reference to information) that was not taken from the specified source; the submission of a list of bibliographic sources that the student did not handle and was not familiar with are considered to be forms of academic dishonesty. These forms also include an intentional deception with which the student tries to show that he/she has mastered the subject perfectly, or attempts to gain an academic benefit for himself/herself or others by using illegitimate methods. Violating academic ethics is violating the University's policy of assuring the integrity and transparency of the academic process.

These violations include the use of the following illegitimate methods:

- copying another student's work/paper;
- copying another student's work/paper or permitting another student to copy your work/paper;
- using textbooks or other materials for cheating during examinations or final tests;
- exchange of information between students during examinations or final tests;
- using prohibited materials in final tests and exams;
- counterfeiting grades or participating in an unauthorized distribution of the materials of an exam or final test;
- stealing, buying or obtaining by other means the materials of an official test or examination;
- selling or distributing materials containing answers to the questions of a test or examination;
- bribery or attempted bribing of any person to obtain materials for a test or examination;
- purchasing or receiving in any way the work/paper of another person followed by the appropriation of intellectual property;
- obtaining unauthorized access to a computer, penetrating into the premises of the departments or Student Office in order to substitute grades in a credit and examination record list or grade record book, or to alter the results of the tests or to substitute one evaluated paper for another;
- going on taking an exam or final test after the end of the required time;
- counterfeiting the teacher's signature in the attendance list or recording false information in the given list;
- counterfeiting the teacher's signature in the student's record book or attempting to earn a grade by falsifying the records in the given book;
- taking a test or exam for anyone else, or permitting anyone to take a test or exam for you;
- completing exams or tests using audio and other messages by using cell phones or other devices.

The abovementioned list of prohibited actions is not exhaustive and may be updated.

5.7. Measures that may be taken in case of violation of academic ethics.

If a University teacher finds out that there has been an attempt to commit an academic deception, he/she is obliged to inform the administration of the department in order to:

- to analyze jointly the alleged violation;
- to listen to the arguments (if any) of the person accused of dishonesty in his/her favor;
- to discuss jointly possible sanctions against the violator of the academic ethics;
- to inform the violator about his/her right to appeal against sanctions.

The sanctions imposed by the University's administration may be as follows:

- warning;
- verbal reprimand;
- letter of reprimand;

6. Rights, obligations and code of business (corporate) ethics of teachers and employees of the University

6.1. The academic, educational and support, as well as technical staff of the University should perform their official duties according to the laws of Ukraine, subordinate legislation, other internal documents of the University, the rules of professional behavior prescribed by this Code, as well as the generally recognized norms of ethics.

6.2. Working at the University, the teachers and staff should be guided, along with those principles mentioned in the second section of the Code, with the following basic ethical principles:

✓ **fairness** – nobody should earn improper benefits, that is, any property or other benefit that is not provided for by the existing legislation, subordinate normative legal acts, social and other guarantees or general civil rights. Teachers and staff should not allow the prospect of obtaining improper benefits to influence one or another decision, their actions or lack of action;

✓ **impartiality** – when making a decision, everyone should act in accordance with the rules of law, honestly and impartially. No one should allow him/herself to be partial in cases of conflict of his/her private interests and official duties. Everyone must behave in such a way as to maintain the good reputation of the University and to strengthen the beliefs of others in the possibility of honest, impartial and efficient resolution of the problems that arise;

✓ **equitableness** – when performing his/her official duties, everyone is obliged to take into account the legal rights, duties and interests of all persons and not to give preference to anyone, unless otherwise regulated by the relevant regulatory acts;

✓ **correctness** – everyone should be correct, that is well-disposed and polite in his/her relationships with colleagues, subordinates and administration;

✓ **responsibility** – when performing his/her duties, everyone must be aware of

his/her responsibility for his/her assignment; everyone should understand that the success of collective activity depends on his/her personal actions;

✓ **confidentiality** – everyone is obliged to ensure the confidentiality and non-disclosure of service documents and information that becomes known to them during the performance of their official duties;

✓ **professionalism** – everyone should take decisions that are relevant to his/her functional authority only if he/she is sure that the level of his/her professional competence is sufficient and the decision taken cannot adversely affect the interests of the University;

✓ **protection of the University's interests** – when performing his/her official duties, everyone should be guided primarily by the University's interests and not seek any unauthorized personal gain when using the material, financial, intellectual or other resources of the University. Everyone is obliged to refrain from any activity if it contradicts or does not meet the interests of the University;

✓ **family ties** – everyone should refrain from any transfer of family ties and relationships into official relationships;

As a rule, members of the same family should not work in direct subordination to each other, unless otherwise permitted by the Rector (President).

6.3. The University's faculty members are obliged to do the following:

✓ to improve constantly their proficiency, pedagogical skills, common culture;

✓ to provide conditions for students to master study programmes based on the obligatory requirements for the content, level and scope of education, to promote development of students' skills;

✓ to foster respect for the principles of general morality (truth, justice, devotion, patriotism, humanism, kindness, restraint, diligence and other merits) by personal example;

✓ to encourage young people to respect parents, women, elderly people, national traditions and customs, national, historical and cultural values of Ukraine, as well as to treat the historical and cultural heritage and the natural environment of Ukraine with care;

✓ to prepare students for a morally-conscious life in a spirit of mutual understanding, peace and harmony among all peoples, ethnic, national and religious groups;

✓ to observe pedagogical ethics, morality and respect the student's dignity;

✓ to protect young people from any physical and mental violence, to promote the benefits of a healthy lifestyle among students.

Academic sanctions require official submission of the relevant evidence in writing.

The sanctions should include the following:

- an officially fixed reduction of the grade for a task, test or project performed;

- refusal to a student to recognize his/her mastery of an academic discipline;

- a recommendation on how to correct a fixed violation within a clearly defined time limit by redressing an academic violation related to deception.

7. Conflict of interests

7.1. A conflict of interests arises when the administration or academic staff has a personal interest that affects or may affect the impartial performance of their official duties, which can result any material or other damage to the University.

Personal interest is recognized as any benefit derived directly by any employee for himself/herself or for his/her relatives, as well as for other citizens or organizations, which the employee has any obligation to.

7.2. To prevent any conflict of interests in time, everyone should do the following:

- ✓ to pay attention to any possibility of a conflict of interests arising;
- ✓ to prevent any possible conflicts of interests;
- ✓ to report to the immediate or senior management on any actual or potential conflict of interests as soon as it is revealed;
- ✓ to take preventive measures independently or in agreement with the administration to avoid a conflict of interests;
- ✓ to obey the final verdict in order to prevent or avoid a conflict of interests.

Preventing or avoiding a conflict of interests may have consequences in the form of shift of official position or waiver of the benefits that triggered a conflict of interests.

7.3. The University's administration, as well as faculty members and other members of staff whose powers may very probably trigger a conflict of interests, are required to declare the nature and extent of their personal interests in order to avoid possible negative consequences.

7.4. Politics. In view of their constitutional rights, faculty members are obliged to ensure that their political activity, participation in political polemics or affiliation to a political party do not trigger a conflict of interests and do not affect the confidence of the University's staff and administration in their ability to perform their official duties impartially.

7.5. Gifts. The University's administration and faculty members have no right to demand or accept gifts (services, invitations and any benefits) provided (offered) to them or their families, relatives (as well as to the representatives of other organizations with which the employees have business or political-related relationships) that can negatively affect the performance of their official duties.

7.6. Attitude to improper benefits. If managers or faculty members are offered an improper benefit, they are required to take the following measures in order to secure their business and personal reputation, as well as the University's reputation:

- ✓ to refuse an improper benefit;
- ✓ to break off regular contact with persons offering an improper benefit;
- ✓ If the improper benefit can neither be denied nor returned to the offerer, it should be contributed to charity;
- ✓ to report the fact of receipt of an improper benefit to the immediate management and administration of the University;

✓ to continue working as usual, especially on the matter related to the improper benefit offered.

7.7. Vulnerability of faculty members.

The behavior of administration and faculty members should not allow the emergence or creation of situations that may force them to provide reciprocal services, using their official positions or assisting an individual or organization.

7.8. Abuse of official position.

The University's administration and faculty members are forbidden to encourage anyone to seek or earn improper benefits related in any way to their official positions.

They should not try to influence, to their own advantage, any person or organization, using their official positions or offering the given person or organization an improper benefit.

8. Observation of the norms and provisions of the Code

8.1. Procedures and sanctions. Violation of the rules and norms of ethical behavior by the faculty members and executive employees of the University are qualified as non-fulfillment or improper performance of their official duties and may be the reason for disciplinary penalties, conducting work-related qualification assessments which are then set forth in performance evaluation reports.

8.2. Disciplinary punishment for the violation of ethical behaviour is imposed after conducting an official investigation by the Ethics Commission, the operation of which includes:

- considering the circumstances of violation;
- assessing the degree of seriousness;
- hearing of all parties;
- agreement on a procedure to remedy a harm inflicted;
- discussing the validity of a possible disciplinary punishment.

8.3. To solve problematic issues that arise in connection with violation of the ethical norms of behavior which are set forth in this Code, the University establishes a relevant Ethics Commission.

The Commission's staff is approved by the order of the Rector (President) of the University. The Commission consists of: the Chairman of the Commission appointed from the academic staff of the University, one of the vice-rectors, heads of departments, and members of the Commission, whose identities are proposed by the Chairman of the Commission. Everyone is obliged to cooperate constructively with the Commission.

When considering specific cases, the Commission has the right to engage as experts other persons who are competent to assess the merits of the case.

When considering cases involving a student or students, the Commission is to engage a representative of the department from which the student is to graduate, heads of academic groups (tutors or curators), as well as representatives of student self-government bodies.

Conclusions and proposals are issued by the Commission in the form of relevant official documents addressed to the Rector (President).

8.4. Sanctions. Any violation of the ethics of relationships and behavior may result in imposing sanctions which do not contradict the norms of the existing legislation of Ukraine.

Depending on the severity of the violation, the following means of influence may be imposed against the University's teachers and staff:

- warning;
- admonition;
- reprimand;
- reduction of the individual coefficient;
- warning about incomplete suitability for service;
- early termination of employment.

The students (graduate students, trainees, etc.) may be punished by the following means of influence:

- admonition;
- warning;
- reprimand;
- warning the payers of tuition fees about possible sanctions in the form of revision of payment conditions for educational services;
- a ban on taking part in mass events for a certain period of time;
- expulsion from the University;
- submitting a petition to the Ministry of Education and Science regarding the withdrawal of a diploma (Bachelor, Master or Specialist Diploma) in a specific study programme.