



**KYIV
NATIONAL
UNIVERSITY
OF CULTURE AND ARTS**

CODE OF ETHICS

**FOR PARTICIPANTS OF THE EDUCATIONAL PROCESS
OF KYIV NATIONAL UNIVERSITY OF CULTURE AND ARTS**



ADOPTED
by the Staff Conference
of Kyiv National University of
Culture and Arts
“21” November, 2018

APPROVED
by the Academic Council
of Kyiv National University of
Culture and Arts
Protocol No. 29,
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PREAMBLE

Kyiv National University of Culture and Arts (hereinafter, the University) recognises compliance with the ethical behaviour's norms by all members of the university community as one of important prerequisites for successful implementation of its mission, such as making a significant contribution to social development through research, generating new knowledge, its dissemination and training of socially responsible, creative personalities and competitive specialists.

For the purpose of developing a unified organisational culture of the University and taking into account public demands for high moral and ethical qualities of specialists, the Conference of the labour collective elaborated and approved the "Code of Ethics of Kyiv National University of Culture and Arts" (hereinafter, the Code).

The Code was developed on the basis of Ukrainian and global experience in ethical norm-setting and recommendations of experts, taking into account the offers of labour collectives of structural departments of the University, as well as agreed with the student self-government bodies and trade union organisation.

SCOPE OF THE CODE

The Code defines key values, basic principles and standards of the ethical behaviour. The Code act applies to all members of the university community, which are all participants in the educational process at the University, as well as to third parties (employers, representatives of business structures, scientific and academic communities, state institutions, etc.).

In the educational process at the University, participants are scientific, scientific-pedagogical and pedagogical workers; higher education students, PhD students, DSc students and other individuals studying; parents of higher education students; specialists-practitioners involved in the educational process; other employees.

The university community's members, each of whom bears a share of joint responsibility for the implementation of the University's mission, are expected to comply with the Code norms in their relations with each other, with external partners of the University and the general public.

VALUES AND ETHICAL PRINCIPLES OF THE UNIVERSITY

The key values of the University, on which the organisational culture and standards of the ethical behaviour are based, are the following:

- ❖ academic freedom;
- ❖ institutional autonomy;
- ❖ quality and integrity of scientific and educational activities;
- ❖ respect for socio-cultural diversity;
- ❖ balanced development.

The Code grounds on the following ethical principles:

- ❖ trust and cooperation;
- ❖ decency and justice;
- ❖ academic integrity;
- ❖ critical analysis and respect for reasoned views;
- ❖ readiness for changes and desire for continuous improvement;
- ❖ legality, accountability and transparency;
- ❖ joint and individual responsibility for the results of activities.

ETHICAL STANDARDS

General (common) ethical standards

Aware of the high status of the University community's representative, professing the values of the University and guided by the ethical principles and moral norms, each of its members must:

- ❖ comply with the requirements of the current Ukrainian legislation, the University's regulations and generally accepted rules of behaviour;
- ❖ respect the history, traditions, name and symbols of the University;
- ❖ contribute to the effective functioning of the University, as well as to maintaining its positive image and reputation as a leading centre of research, education and culture;
- ❖ respect rights and freedoms, honour and dignity of the individual, prevent harassment, humiliation and exploitation of any kind;
- ❖ treat every member of the University community and visitors to the University with courtesy, politeness and tolerance, as well as without discrimination, regardless of gender, age, position, status, cultural, racial or national differences, social or geographical origin, state of health, political views, religious beliefs, etc.;
- ❖ observe norms of linguistic etiquette and rules of business communication, both written and oral;

❖ adhere to the principle of academic integrity, in particular to refrain from cheating, plagiarism, falsification and/or assisting others in such acts, to correctly cite and reference sources of information used in the research and educational activity;

❖ be punctual, respond promptly to enquiries from other members of the University community, the University's partners and/or members of the general public, as well as meet established deadlines for tasks and fulfil commitments;

❖ use the University's resources (human, material, financial, intellectual, etc.) effectively and efficiently, as well as contribute to the balanced development;

❖ use the University's property and equipment (premises, furniture, computer equipment, telecommunications and multimedia equipment, databases, networks, etc.) responsibly and sparingly for their intended purpose in the sphere of research and education, whilst carrying out their duties and/or for professional development;

❖ treat each other with trust and high standards, exchange experience and information within the University community, provide the necessary support in order to achieve the best possible results;

❖ take the initiative in order to improve the quality of research and teaching activities;

❖ refrain from disseminating false and/or unverified information about the University or members of the University community, as well as from disclosing confidential information and personal data of other individuals;

❖ not to act on behalf of the University or any of its constituent departments without any specific authorisation;

❖ refrain from any forms of corruption (abuse of authority for the purpose of obtaining an unlawful benefit and/or directly/indirectly offering such a benefit to others), as well as report to the University's management any cases of corruption and comply with the rules of ethical conduct set out in Section VI of the Law of Ukraine "On the Prevention of Corruption" and other requirements of Ukraine's anti-corruption legislation;

❖ comply with health and safety regulations, maintain cleanliness and order, lead a healthy lifestyle. Smoking, the use of alcohol and narcotic substances are prohibited at the University;

❖ resolve conflicts constructively, in the atmosphere of mutual understanding and respect, in the substantive and fair manner;

❖ both within and outside the University, in all situations, refrain from any actions or statements that contravene ethical standards and may cause harm to other people and/or to the University's reputation, property or financial state.

Specific ethical standards

Whilst adhering to the general (common) ethical standards, individual groups within the University community must also ensure that their conduct complies with the relevant specific ethical standards.

Principals at all levels must:

- ❖ demonstrate leadership qualities and a high level of professionalism, serve as role models of ethical conduct, assist other members of the University community in developing such conduct;
- ❖ promote key values amongst staff and students, foster a culture of continuous improvement in research and teaching activities;
- ❖ ensure the effective use of resources, taking into account the University's economic and academic interests in their activities;
- ❖ endeavour to ensure appropriate working conditions for staff and studying conditions for education seekers;
- ❖ maintain a balance between the exercise of academic freedom and the promotion of productive research and teaching at the University;
- ❖ promote openness and transparency in research and teaching;
- ❖ take measures in order to prevent breaches of legislation, ethical principles and standards of behaviour;
- ❖ encourage staff to continuously improve work processes and put forward offers for improvement;
- ❖ conduct regular assessments of the state of the organisational culture and compliance with the Code of Ethics at the University.

Scientific and pedagogical staff must:

- ❖ recognise, respect and ensure freedom of thought and speech for all participants in the educational process;
- ❖ carry out their professional activities to high standards, enhance their academic qualifications and teaching skills;
- ❖ adhere to teaching ethics;
- ❖ be courteous and friendly when communicating with colleagues and education seekers;
- ❖ participate in the use of modern, innovative teaching methods and the development of distance learning methods;
- ❖ adhere to the principles of academic ethics, avoiding plagiarism, misappropriation of academic ideas from unpublished sources and falsification;

- ❖ disclose their affiliation with the University when publishing the results of their own research activities and teaching materials produced within the framework of employment or other contractual relationships with the University;

- ❖ assess the results of scientific and educational activities objectively and fairly;

- ❖ foster such an atmosphere in classes that will encourage students to adopt a creative and engaged approach to the subject they are teaching;

- ❖ refrain from relationships that may hinder effective teaching and objective assessment of the results of research and educational activities, in particular commercial partnerships, debtor-creditor relationships, unanticipated remuneration, etc.;

- ❖ not pay attention to breaches of the rules and regulations established by the University, regardless of who commits them.

Administration workers and support staff must:

- ❖ perform their professional duties conscientiously and to high standards;

- ❖ create favourable conditions for the effective work of all members of the University community, the realisation of the creative potential of those involved in the research and educational processes, and the development of organisational culture;

- ❖ minimise bureaucratic procedures to a level that ensures the productivity of the University community's members;

- ❖ analyse internal activities and processes taking into account opportunities for improvement and preventing breaches of ethical standards.

Education seekers must:

- ❖ make use of all the opportunities offered by the University in order to acquire professional competences and pursue personal development;

- ❖ diligently fulfil the requirements of the curriculum and the academic timetable;

- ❖ be courteous and friendly when communicating with lecturers, University staff and other students;

- ❖ refrain from disseminating false information and unlawfully appropriating property, as well as engaging in other forms of dishonest behaviour, both within the University and beyond it;

- ❖ complete written assignments and other tasks independently, avoiding plagiarism and falsification in accordance with the established requirements;

- ❖ refrain from copying and/or using any unauthorised materials, data storage media or technical devices during interim and final assessments;

- ❖ refrain from disrupting the studying process, in particular via unnecessary conversation, using mobile phones during classes, etc.;
- ❖ either directly or indirectly, not offer any undue advantage or gift to other members of the University community with the aim of inducing them to misuse their official powers; report any instances of corruption to the University management;
- ❖ provide support to other students, in particular those in lower years, in their studies, their adaptation to student life, etc.

Parents of higher education seekers

It is expected that a key role in shaping the ethical behaviour of students through the following:

- ❖ fostering an awareness of the necessity to comply with the laws in force in society, as well as moral and ethical norms and values;
- ❖ forming respect for human dignity, rights, freedoms and legitimate interests, as well as for social and cultural diversity;
- ❖ grounding a culture of a dialogue, living in mutual understanding, peace, harmony, responsible attitude towards the environment;
- ❖ promoting the development of abilities, forming a responsible attitude towards physical and mental health, developing healthy lifestyle habits.

Standards of ethical behaviour towards the University's partners and third parties

In dealings with the University's partners and third parties, every member of the University community must:

- ❖ comply with general (common) and specific standards of the ethical behaviour;
- ❖ treat the University's partners and guests with certain courtesy and respect;
- ❖ take a responsible approach to developing relationships with the University's partners, sponsors, public authorities, professional networks, etc.;
- ❖ not use official powers, position, any state/personal property and the University's funds for private interests or for the purpose of obtaining an undue advantage;
- ❖ be loyal in understanding cultural characteristics and standards of the ethical behaviour of the University's international partners and visitors.

CONFLICT OF INTEREST

A conflict of interest is a conflict between a private interest and duties of a member of the University community, which affects/may affect the objectivity or impartiality of decision-making, the

performance or non-performance of actions whilst carrying out their duties. It may lead to negative consequences for other members of the University community or the University in total, whilst breaching the ethical principles and standards of behaviour set out in this Code.

To avoid breaches of ethical standards arising from a conflict of interest, a member of the University community must:

- ❖ keep non-university activities and private interests separate from their official duties at the University;
- ❖ avoid any conflict of interest that may arise due to private relationships (family, kinship, friendship) with other members of the University community. In cases when such a conflict of interest arises, a solution that is transparent and fair to all must be found.

Decisions affecting the interests of the majority of members of the University community must be grounded on prior public discussions.

In cases if such situations and/or issues arise (that are not covered by this Code), members of the University community may seek advice from their line manager and, if necessary, from the Ethics Committee.

For the external resolution of real or potential conflicts of interest the provisions of the Law of Ukraine “On the Prevention of Corruption” are applied.

ADMINISTRATION

Recognition of the Code by the University community

Every member of the University community must familiarise himself with the Code, comply with its requirements and understand his personal responsibility to others for his actions and behaviour. The University encourages such a behaviour that is worthy of recognition and emulation as exemplary. Individuals who demonstrate high moral and ethical standards may be awarded a special honour by the University.

Reporting breaches

Upon discovering breaches of the Code, a member of the University community may take corrective action independently or contact his immediate supervisor. A member of the University community may also exercise his right to contact a senior manager.

In cases when individuals report breaches or suspected breaches, they are guaranteed protection from reprisals.

Resolving ethical conflicts

Where ethical conflicts arise between members of the University community, the optimal method of resolution is voluntary reconciliation.

If it is not possible to resolve a certain conflict via informal means, a member of the University community may submit a complaint to the Ethics Committee.

Ethics Committee

The Ethics Committee (hereinafter, the Committee) is a collegial expert and advisory body whose purpose is to promote compliance with ethical principles and standards, to resolve ethical conflicts between members of the University community. In its activities, the Committee is guided by the current legislation of Ukraine, this Code and other regulatory acts of the University.

Members of the Committee serve on a voluntary basis. As well as the procedures for the appointment and termination of its members' terms of office, the composition of the Committee, may be determined by a relevant Order issued by the Head of the higher education institution.

The Ethics Committee comprises representatives of the scientific and pedagogical staff, representatives of students, representatives of the administration and representatives of the University's legal department. In addition to its members, on the matters under consideration, internal or external experts may be invited to participate in the activities of the Ethics Committee without the right to vote.

The conclusions of the Ethics Committee are of an advisory nature. The management of the University or its department may take them into account when making decisions regarding an individual who has breached the Code of Ethics.

The Commission's tasks

The tasks of the Ethics Committee are the following:

- ❖ to promote trust and partnership among those involved in research activities and teaching, to strengthen the University community;
- ❖ to foster a dialogue and reach consensus via objective and principled discussion of complex ethical situations;
- ❖ to provide advice in situations where there is some uncertainty regarding their ethical nature and actions that may lead to breaches of the Code;
- ❖ to represent the University in external relations on matters of academic culture and compliance with the Code's provisions within the University itself;
- ❖ to elaborate recommendations for improving the culture of behaviour among members of the University community, as well as for promoting ethical values, principles and standards.

FINAL PROVISIONS

The Code was adopted at the University Staff Conference and approved by the Academic Council of KNUC&A.

Offers for amendments and additions to the Code, which may be submitted by any member of the University community via a formal request, shall be viewed by the Ethics Committee and put forward for discussion by the University community, followed by the approval of the new version of the Code.

Amendments and additions are made to the Code on the basis of a decision by the University Staff Conference.