

# **Regulations on the Code of Conduct of Lviv Polytechnic National University**

## **Section 1. General provisions**

Code of Conduct of Lviv Polytechnic National University (hereinafter - Code) reflects moral principles, rules and regulations of communication and behavior, as well as the norms of professional ethics of the academic community of Lviv Polytechnic National University.

The Code was developed under the legislation in force in Ukraine and the Statute of the University. The code is implemented in order to strengthen and develop the corporate culture of the University, thus creating an environment in which the academic community of the University do their professional work and students exercise their right to highly competitive education.

The entire academic community shall voluntarily undertake to comply with the principles, rules and regulations of business communication and conduct established by this Code.

**The vision of Lviv Polytechnic National University** is to become the best university in Ukraine in terms of international and national rankings.

**The mission of Lviv Polytechnic National University** is to form future leaders who work wisely, creatively and effectively.

The main tasks of the University are defined in the Statute of the University and the Plan of Strategic Development of Lviv Polytechnic National University.

## **Section 2. Basic values and principles of the academic community of Lviv Polytechnic National University**

Preserving and increasing the best traditions of domestic higher education and complying with international educational standards, the University aims to provide:

- a moral and intellectual atmosphere among fellow employees which is based on respect for universal values;
- formation of graduate's personality as a person of high culture and stable moral principles, in particular in the field of professional activity;
- formation, development, preservation and dissemination of corporate traditions of the staff and their personal involvement in the cultivation of corporate spirit of the University;
- creation of favorable conditions for the creative fulfillment of each staff member, formation of leadership qualities and teamwork;
- corporate social responsibility of the academic community of the University to society and their active influence on the social and economic development of the state, formation of a high culture of the population, including information literacy, legal literacy, economic culture, environmental culture, etc.

The Code proclaims and protects the unity of the entire academic community based on values, fostering a sense of solidarity, mutual respect, tolerance and patriotism, a willingness to preserve and develop the traditions of the University.

Implementing corporate values, the University:

- shall be committed to the ideals of openness and democracy, ensure access to education, while maintaining high standards of the quality of education and research;
- shall provide the necessary conditions for students to achieve a high level of culture and education and acquire professional and communicative skills and abilities necessary for successful personal and professional fulfillment;
- shall emphasize the need for self-education and lifelong learning, intellectual and communicative creativity, tolerance, patriotism and active citizenship;
- shall form and develop the atmosphere of academic freedom and academic responsibility, mutual understanding, create conditions that facilitate achieving intellectual, professional and personal potential of every representative of the academic community;
- shall liaise with alumni, the Alumni Association, the Alumni Club;

- shall introduce and promote mutual respect and understanding in the field of research and education, in sports, social sphere, leisure and private life;
- shall comply with the principles of integrity, responsibility and requirements of business ethics in its operation and in cooperation with business partners.

#### **University's corporate values:**

- professionalism: we are committed to mastery of profession;
- patriotism: we are committed to our University and are proud of its past and present;
- integrity: we are honest, decent and responsible when discharging our duties; we trust, respect and treat each other fairly;
- academic freedom: we seek self-dependence and independence when doing pedagogical, academic and research, scientific and innovative work in compliance with the principles of the freedom of speech and creativity;
- desire for change: we strive for continuous development and seek new opportunities;
- spirituality: we focus on universal, social and cultural, as well as national values;
- traditions: we cultivate respect for university and national traditions.

#### **Principles of corporate interaction at the University:**

- unity of professional goals and objectives of the entire academic community;
- systematic interaction of all the structural units and members of the academic community;
- clear division of powers;
- joint and personal responsibility;
- initiative and creativity;
- transparency and security of information;
- mutual assistance and corporate spirit;

- effective external and internal communication (both horizontal and vertical);
- cooperation aimed at strengthening and building the image of the University;
- awareness of one's own personal role in the life of the University.

### **Section 3. Professional ethics and conduct of the university's academic community**

#### **3.1. Code of conduct**

Each representative of the academic community of the University in the course of their work or study:

- shall undertake responsibility for the implementation of the declared goals;
- shall comply with ethical standards, codes of behavior and communication, observe moral and ethical principles and standards;
- shall demonstrate a proactive attitude and initiative in all spheres of life of the academic community of the University;
- shall be actively involved in collective decision-making about the further development of the University and ensuring its work;
- during events (conferences, round tables, meetings, business meetings, celebrations), shall show respect for the participants of the event and be tolerant to other views, shall keep silence, behave in an orderly manner and not use a cell phone; if necessary, shall leave the event during the interval between the speeches;
- shall not allow public commentary on the private life or personal qualities of other members of the academic community;
- shall be self-disciplined, neat, and noble in everyday life and look appropriately. Shall consider it unacceptable to wear clothes with symbols that represent political, religious and ideological commitment;
- shall comply with the rules and regulations of behavior agreed upon by the university community;

- shall not allow discrimination on any grounds;
- shall be careful with the property of the University, keep clean and tidy all the premises of the University and its dormitories.

### **3.2. Rules and regulations governing academic integrity for research and teaching staff include:**

- complying with the terms and conditions of the labor contract, conscientiously discharging functional duties (requirements of job description, contract) and internal regulations;
- respecting the rights and freedoms of students and colleagues in compliance with Ukrainian and international legal regulations, public morals and professional ethics;
- being a person of high moral character, setting an example of a highly cultured person, professionalism and a healthy lifestyle;
- being committed to the principles of academic freedom and responsibility in professional and educational work;
- acting openly and transparently in all spheres of university life;
- constantly improving their professional, intellectual and cultural level, taking the initiative and applying creativity related to the discharge of professional duties, passing on their experience to colleagues;
- strengthening the culture of scientific integrity in all types of scientific work in compliance with the ethical standards. recognizing responsibility for the danger to the individual, society, economy or ecosystem as a whole, which may be caused by the application of new scientific knowledge which has not been tested;
- ensuring impeccable honesty and transparency at all stages of scientific research (in compliance with the requirements for protection of copyright and national interests of Ukraine, state secrets), considering manifestations of plagiarism, self-plagiarism, fabrication and falsification of data unacceptable;

- practicing innovative pedagogical technologies aimed at the harmonious combination of world-view, communication and competence aspects, as well as at the development of active intellect and social usefulness of an individual;
- scientifically substantiating the use of virtual technologies in education, preventing manifestations of harmful effects on human consciousness, exploitation of their intellect, substitution of true knowledge with virtual fascination;
- preparing flexible curricula and courses tailored to the environment of modern information and communication technologies and business practices, complying with the principle of information literacy;
- conducting each class at a high professional level, preventing unscrupulousness in teaching, showing teaching tact;
- objectively assessing students' knowledge, avoiding personal hostility, influence of family, friends or officials;
- respecting the student's opinion and supporting student proposals aimed at promoting academic virtues;
- not creating favorable conditions in classes or exams for students to cheat, use unauthorized materials, falsify data during exams, credit tests or defenses of qualification projects;
- supporting social initiatives that are consistent with the mission of the University and developing forms of social responsibility and social support of the members of the academic community;
- conducting awareness-raising activities, educating modern specialists on the principles of humanism, pluralism and patriotism.

### **3.3. Rules and regulations governing academic integrity for students include:**

- feeling worthy of being a student of the University, representing your educational institution, defending its honor and contributing to the creation of its positive image;
- complying with the principles of academic freedom, intellectual independence and responsibility; initiating proposals aimed at improving education,

humanization of education and organization of the interior life of the academic community;

- being honest in your studies; keeping to a schedule, doing credit tests and exams in time, performing qualification projects;
- being intolerant to academic dishonesty including: requests for assistance, providing or accepting assistance from third parties during any type of summative assessment; slandering other students and teachers; using family or business ties to get good or higher grades; cheating at written tests;
- not offering rewards to teachers when grading educational, qualification, research tasks, etc.;
- preventing misinterpretation of collectivism during the tests, exams, credit tests. not copying reports, laboratory works, computer programs, projects, etc.;
- being committed to a culture of scientific integrity in education, preventing plagiarism in research and qualification works;
- not making unauthorized audio or video recordings of lectures;
- not using cell phones at classes;
- not missing classes and not being late for them without a valid reason, not leaving the classroom without permission of the teacher;
- respecting the teacher as a person, personality and educator and cooperating in order to establish academic virtues, develop scientific and educational innovations, as well as to protect public morals;
- developing leadership skills, teamwork, professional mobility and spiritual integrity;
- enhancing favorable morale in the student environment, being tolerant.

#### **Section 4. Rules for dealing with business partners, the media and other stakeholders**

The operation of the University shall be open and transparent to the entire academic community, the general public and business partners. Responsible and

consistent compliance with the obligations shall be expected from both sides in the course of interaction with business partners.

Relevant information and coverage of the University's operation and achievements shall be provided at scientific and communicative events, on the official website, on the University's social media profiles, in the Electronic Encyclopedia of Lviv Polytechnic National University, on the official YouTube channel, in Auditorium (educational student weekly) and other media.

The official website shall be the main source of information available on the Internet about the operation of the University. Other official platforms (such as the University's official social media accounts) shall be able to use information from the official website to publish materials and provide references to the source of the information.

The University shall ensure confidentiality of professional and other information received, without using it to the detriment of business reputation of the University, employees, students or to its own advantage.

When dealing with the media, members of the academic community shall be obliged:

- to act in the interests of the University, to maintain its image, to do no harm to the interests of the University;
- not to use official information obtained when discharging their duties without the prior consent of the University administration;
- not to spread inaccurate information, conceal or distort the facts of their work.

It is necessary to observe the rules of conduct and information literacy when covering the operation of the University on the Internet.

Members of the academic community should use only personal email addresses in the domain @ LPNU.UA for official correspondence and for submitting manuscripts of articles for publication, grant applications and projects in case of affiliation with Lviv Polytechnic National University.



Members of the academic community of the University shall be prohibited from posting the following on the websites and social media accounts of the University and departments:

- classified information, including personal data, authentication data (logins, passwords) and codes (PIN, PUK, CVV2, etc.);
- private data (personal correspondence, personal photos and videos, etc.) which is not related to the operation of the University;
- discriminatory materials;
- information with elements of aggression.

## **Section 5. Symbols of the university, traditions and ceremonial**

### **The symbols of the university are:**

- Gaudeamus anthem and the anthem of Lviv Polytechnic National University.
- The Coat of Arms of the University, which is an oval framed by laurel branches on a bracket with the image of a lion's head. Within the oval there is the image of the risalit of the main building and the inscription "Litteris et Artibus" (science and art) on its entablature, as well as 1816 (the year the University was founded). The inscription "Lviv Polytechnic National University" serves as the frame of the assemblage.
- The Gonfalon of the University is a rectangular white cloth banner, embroidered with gold, with the image of the small Coat of Arms of Ukraine and the Coat of Arms of the University.
- Gowns:
  - Rector's gown: A black velvet beret with amaranth border. A loose black pleated gown with wide amaranth velvet lapels and cuffs, black collar, black velvet cape with amaranth trimming. Cherry-colored lining.

- Vice-Rector's gown: A black velvet beret. A black gown with narrower black velvet lapels and cuffs decorated with a lengthwise amaranth trimming. Black lining.
- Director's (Dean's) gown: A black velvet beret. A black gown with black velvet lapels and cuffs decorated with a garnet trimming.
- Professor's gown: A black velvet beret. A black gown with black velvet lapels and cuffs trimmed with a garnet amaranth string.
- Gown of Honorary Professor of Lviv Polytechnic National University: A black beret. A black gown with a garnet yoke on the shoulders and black cuffs with a garnet trimming.

The use of the University's symbols and attributes of the Rector, members of The Office of the Rector, Professor and Honorary Professor of Lviv Polytechnic National University is determined by the Regulations of Ceremonial Events approved by the Academic Council of the University.

- Logo (graphic identifier), which consists of a sign and inscriptions typed in a specially designed font.

Navy blue, blue and light green are the main corporate colors of the University.

Helios is used as the corporate font of the University for the production of all presentation and advertising materials.

Additional elements of the University's graphic identification are illustrations (author's monochrome drawings which imitate engraving on metal with the main building of the University and adjacent buildings) and a pattern consisting of a specially created assemblage of triangles of various shapes.

Symbols of the University are placed on the premises of the University, on the official website, information stands, official publications and forms, samples of souvenirs, presentation and advertising materials, etc.

Office equipment for the University's staff (diaries, notebooks, business card holders and business cards, pens and folders) are decorated in the same style, using officially established symbols and colors, which creates a single image of the University.

Electronic versions of lectures and presentation materials which are subject to official publication must contain headers and footers with the symbols of the University.

### **Sector-specific holidays:**

Teachers' Day, Science Day.

### **Traditions: ceremonial and image events**

Performance of the National Anthem of Ukraine at the beginning of and during the matriculation ceremony

Procedure for awarding the title of Honorary Professor of the University, Doctor Honoris Cause

Conferring diplomas and degrees (bachelor, master, doctor of philosophy, doctor of sciences) to university graduates

Matriculation ceremonies.

### **Image events:**

- Freshman day and Matriculation ceremony
- Scientific festival
- Alumni Forum
- Career Fair
- ECO Weekend
- Shevchenko evenings and contest for the best reading of T. Shevchenko's poetry
- Polytechnic Spring and Polytechnic Autumn festivals
- Sports evenings
- Meetings of the University staff with prominent statesmen, prominent representatives of the creative intelligentsia, science and sports, representatives of the foreign diplomatic corps, international community, representatives of the diaspora
- Events honoring Ukrainian soldiers.

## **Section 6. Liability for the breach of code of conduct**

The academic community of the University shall be obliged to know the rules of the Code of Conduct and observe them, comply with the provisions of this Code. Ignorance or misunderstanding of the rules and regulations in force at the University does not exempt from liability in case of breach.

The introduction of the Code shall be exercised through:

- recognition of its principles by all members of the academic community and their strict implementation, which is confirmed with a signature upon entry into employment and upon enrolment.

- dissemination of the declared principles;
- recognition of personal liability of each member of the academic community for the breach of the Code (including third parties) during events, as well as when discharging their duties at the University;

- support and replication of positive examples and active use of opportunities for visual promotion in the buildings, dormitories and premises of the structural units (stands illustrating the achievements of the structural unit or individual members of the academic community; media publications; special radio and television programs, etc.).

Potential outcomes for the members of the academic community **for the breach of the Code** include:

- a reprimand;
- written or verbal warning in the prescribed manner;
- recommendation to apologize publicly;
- consideration of the matter at the meetings of the autonomous public body, meetings of the Academic Council, the Student Union; if necessary, making a motion to the University administration about the use of disciplinary measures in compliance with the internal regulations of Lviv Polytechnic National University.

## **Section 7. Final provisions**

The Code shall come into force after public discussion, approval by the Academic Council of the University and approval by the Rector's order. Amendments to the Code shall be made following the same order.