

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE «IGOR SIKORSKY  
KYIV POLYTECHNIC INSTITUTE»

**The Code of Honor**  
**National Technical University of Ukraine**  
**«Igor Sikorsky Kyiv Polytechnic Institute»**

«Adopted»

by Academic Council of 5 April, 2021 (Protocole №4)

Reviewed та endorsed University staff Conference

of Igor Sikorsky Kyiv Polytechnic Institute

(of 22 April, 2021)

«Agreed»

On the meeting of Trade Union Committee of Igor Sikorsky Kyiv Polytechnic Institute

(Protocole №9-21 of 22 April, 2021)

«Agreed on the responsibility of students»

Student Self-Government of Igor Sikorsky Kyiv Polytechnic Institute:

Student Council (Protocole № 30 of 20 April, 2021)

Kyiv 2021

The Code of Honor of the National Technical University of Ukraine National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» has been designed considering the experience and samples of the best universities in the world. The text of the Code has been developed based on the proposals of the University community, student government and trade unions. On April 9, 2015, the Code was approved on the Conference of the staff of the NTUU “Igor Sikorsky Kyiv Polytechnic Institute”. On April 22, 2021, the Conference of the staff of the NTUU “Igor Sikorsky Kyiv Polytechnic Institute” approved the text changes of the Code 2021.

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## 1. GENERAL PROVISIONS

1.1. The Code of Honor of the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" (hereinafter - the Code) establishes general moral principles and rules of ethical conduct of persons working and studying at the University, which should guide them in learning, research, or work.

1.2. The University creates an environment that promotes training and works, pursuit of truth, knowledge sharing, innovation, intellectual development of higher institution students (hereinafter - students) and staff. The University maintains a certain academic culture of relationships. Under the provisions of this Code, each member of the academic community contributes to developing the entire University. The University community works together to strengthen its image and business reputation.

1.3. The Code is a list of guidelines and values that members of the Igor Sikorsky Kyiv Polytechnic Institute community follow. The Code is a must on the territory of the University as well as outside it.

***1.4. The members of the University community should keep to the general moral principles:***

1.4.1. *The Principle of Legality.* The University community strictly adheres to the requirements of the law and encourages others to do so.

1.4.2. *The Principle of Mutual Trust.* An atmosphere of trust aspires to the free exchange of ideas and information in the University environment. It also promotes collaboration and the free production of new ideas and excludes that someone can take or ruin your career or reputation.

1.4.3. *The Principle of Honesty and Decency.* While learning or teaching, doing research or practicing, and others, the University community members are honest and do not make false statements.

1.4.4. *The Principle of Justice.* In an academic community, it is significant to be impartial and objective in assessing the results of education, research, and work duties.

1.4.5. *The Principle of Competence and Professionalism.* Students and staff of Igor Sikorsky Kyiv Polytechnic Institute cultivate the highest level of competence in work and study. They are constantly advancing in their

educational and scientific level as a form of implementing the principle “from adult education to lifelong learning”.

1.4.6. *The Principle of Responsibility.* Students and University staff take responsibility for the results of their activities and fulfill their obligations. To be responsible means to resist shameful actions, negative influences of others. It also suggests being an example for others.

1.4.7. *The Principle of Partnership and Cooperation.* To improve the education and research quality, all members of the academic community focus on subject-subject or partnership interaction.

1.4.8. *The Principle of Mutual Respect.* In the academic community, everyone respects both others and oneself. Be tolerant and respectful to different and sometimes opposing opinions and ideas.

1.4.9. *The Principle of Transparency.* To avoid authority abuse of office (by elected or appointed University representatives), all procedures relating to education, research, economic and financial activities are necessary to be transparent and clear.

1.4.10. *The Principle of Health, Wellness, and Safety.* Students and University staff take care of the safety and wellness of every academic community member. Students and University staff do not endanger the life, harm the health and property of anyone in academic areas.

All members of the academic community, with no exception, adhere to the mentioned principles and take them as a point of honor.

## **2. RULES FOR ETHICAL BEHAVIOR OF STUDENTS AND STAFF OF IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE**

### ***2.1. A moral student or an employee of Igor Sikorsky Kyiv Polytechnic Institute always:***

2.1.1. Adheres to the legislation of Ukraine and the University regulations, does not commit offenses, and does not let others break the rules.

2.1.2. Follows rules for ethical behavior.

2.1.3. Observes the principles and rules of academic integrity.

2.1.4. Timely and conscientiously performs his/her responsibilities in learning, research, and work.

2.1.5. Contributes to preserving and increasing the glorious traditions of the University.

2.1.6. Honors and studies the past of the University, the creative achievements of its outstanding scientists, teachers, graduates, who have written bright pages in the annals of national and world education, science, and technology.

2.1.7. Promotes a sound reputation of Igor Sikorsky Kyiv Polytechnic Institute.

2.1.8. Prevents and eradicates various violations while educating, studying, researching, and others.

2.1.9. Respects the honor, dignity, and personal integrity of the person, regardless of race, color, sexual orientation, political, religious or other beliefs, gender, age, disability or no disability, ethnic and social origin, citizenship, marital and property status, place of residence, language, etc.

2.1.10. Promotes partnerships between teachers and students of the University.

2.1.11. Leads a healthy and active lifestyle, follows the rules of personal hygiene, and looks neat.

2.1.12. Maintains an atmosphere conducive to trust, responsibility, and mutual assistance in the academic community.

2.1.13. Supports students and University staff in difficult life situations.

2.1.14. Keeps the University territory clean and in order; takes care of the University property and resources.

2.1.15. Develops and self-improves in education, science, sports, social service, amateur art, etc., and contributes to his/her achievements to increase the prestige of Igor Sikorsky Kyiv Polytechnic Institute.

2.1.16. Avoids conflicts of interest while learning, research, and work. For instance, a conflict between the personal interests of the academic community member and his/her responsibilities. Such conflicts may affect the objectivity or impartiality of decision-making.

2.1.17. Speaks pure language and takes care of the language culture of colleagues.

**2.2. A student or an employee of Igor Sikorsky Kyiv Polytechnic Institute considers intolerable:**

2.2.1. Taking, producing, and distributing narcotic drugs and psychotropic substances; drinking alcohol and smoking in public places.

2.2.2. Violating morality and norms, for instance, inappropriate behavior in public places and profanity.

2.2.3. Disseminating false and compromising information about other students and staff of Igor Sikorsky Kyiv Polytechnic Institute.

2.2.4. Bullying and humiliating human dignity in the academic environment.

2.2.5. Receiving or offering rewards for unfair obtaining any benefits in teaching, research, or work (corruption).

2.2.6. Intentionally damaging the work of other students and staff of the University.

2.2.7. Aggression against others, sexual harassment, and gender-based violence.

2.2.8. Gambling on the University campus territory.

2.2.9. Any activity related to deception, dishonesty, forgery, and use of forged documents, for instance, correlated to education or position at the University.

2.2.10. Fabricating/Using someone else's idea or work as your own in education, research, and work.

2.2.11. Using official and family ties to get an unfair advantage in education, research, and work.

2.2.12. Damaging inventory items and the material and technical base of the University.

2.2.13. Using the University symbols, Faculty/Institute in various activities outside the University without the permission of the Rector's Office.

2.2.14. Breaking the rules of cohabitation and interfering with others on the University Campus.

2.2.15. Encouraging to gain or gaining some advantage through dishonest and unworthy methods, for instance, changing the academic grade, etc.

2.2.16. Excessing authority in education, research, and work.

2.2.17. Hindering in education and research.

### **3. ACADEMIC INTEGRITY POLICY OF IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE**

*Academic integrity* is a set of ethical principles and statutory rules that should guide the students and staff in teaching, learning, and research to make learning and/or research outcomes credible.

Those teachers, researchers, students, and other participants of all academic and learning matters who show a desire for academic integrity become role models. They also raise the standards of education and research.

Violating the rules of academic integrity will ruin Igor Sikorsky Kyiv Polytechnic Institute's reputation. It will also diminish the value of academic degrees earned at the University.

It is a personal responsibility of everyone and a responsibility of the whole University community for the principles of academic integrity. Every University member of the academic community (student, teacher, researcher, manager, and others) is responsible for adhering to the academic integrity principles in education, research, and work.

#### ***3.1. Every Member of the Academic Community of Igor Sikorsky Kyiv Polytechnic Institute:***

3.1.1. Believes in his/her intellect and abilities.

3.1.2. Honestly and independently (except for authorized group work) performs learning and research.

3.1.3. Respects his/her colleagues' achievements in science and education.

3.1.4. Gives references to the sources from which he/she takes the information regardless of the publishing form - electronic or paper.

3.1.5. Seeks authorized assistance from colleagues, teachers, and thesis advisors when he/she has difficulties in education or research.

3.1.6. Performs original work for each discipline.

3.1.7. Uses only reliable and credible sources of information in education or research.

3.1.8. Reminds his/her colleagues that it is prohibited to break the rules of the academic integrity.

***3.2. Students and Staff of Igor Sikorsky Kyiv Polytechnic Institute are prohibited in education and research:***

3.2.1. Academic plagiarism means claiming or use (partial or complete) of another person's work or obtained by other persons as the results of own research (creativity) and/or reproduction of published texts (published works of art) by other authors without citing of authorship;

3.2. 2. Self-plagiarism is the publication (in part or in full) of an individual's previously published scientific results as new scientific results;

3.2.3. Fabrication is the use of invented or misrepresentative data or facts in education or research;

3.2.4. Falsification is the deliberate alteration or modification of existing data relating to the education or research;

3.2.5. Cheating is using an unauthorized source specific to the subject of the assignment into an evaluation of learning outcomes;

3.2.6. Academic dishonesty provides for giving false information about his/her educational (scientific, creative) tasks or organization of the educational process. There are five types of academic misconduct listed in the academic integrity policy. These include academic plagiarism, self-plagiarism, fabrication, falsification, and cheating;

3.2.7. Bribery is receiving or getting by a participant in the educational process or a proposal to receive (get) funds, property, services, benefits, or any other benefits to obtain an illegal advantage in learning;

3.2.8. Impartial assessment means deliberate overestimation or underestimation of the assessment of students' learning outcomes;



3.2.9. Consult students during their assessment of learning outcomes or interfering is not part of the procedures for such assessment;

3.2.10. Influence (request, persuasion, instruction, threat, coercion, etc.) on the research and teaching staff to make a biased assessment of learning outcomes;

3.2.11. Offer or receive improper remuneration when evaluating the learning outcomes in education or research;

3.2.12. Use of family or business ties to get a positive or higher rating in any final control or benefits at work;

3.2.13. Include in the list of authors of articles, monographs, textbooks, etc. of persons who did not participate in getting scientific results,

3.2.14. Other types of academic misconduct.

#### **4. COMMISSION ON ACADEMIC INTEGRITY AND CORPORATE ETHICS OF THE ACADEMIC COUNCIL OF IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE**

4.1. The Commission on Academic Integrity and Corporate Ethics of the Academic Council of Igor Sikorsky Kyiv Polytechnic Institute (hereinafter - the Commission) is a permanent advisory body of the Academic Council of Igor Sikorsky Kyiv Polytechnic Institute. The Commission acts to form and develop a culture of academic integrity in the academic community.

##### ***4.2. The main tasks of the Commission are:***

4.2.1. Promoting the principles of academic integrity and the Code of Honor at Igor Sikorsky Kyiv Polytechnic Institute. The Commission organizes University events, informs on web resources, social networks, etc.;

4.2.2. Designing regulatory and advisory materials on measures aimed at developing the academic integrity culture, reducing unethical behavior and academic misconduct;

4.2.3. Considering applications and appeals of violation of the Code of Honor of Igor Sikorsky Kyiv Polytechnic Institute committed by persons who study or work at the University. The Commission is also responsible for submitting proposals to the Academic Council of Igor Sikorsky Kyiv Polytechnic Institute

to make appropriate decisions and the University administration to impose relevant penalties on these persons.

4.3. The Commission works under the Constitution of Ukraine, Laws of Ukraine "On Education", "On Higher Education", other current regulations, the Charter of Igor Sikorsky Kyiv Polytechnic Institute, the Code of Honor of Igor Sikorsky Kyiv Polytechnic Institute, the Regulation on the Commission on Academic Integrity and Corporate Ethics and other regulations of the University.

4.4. The Academic Council of Igor Sikorsky Kyiv Polytechnic Institute approves the Commission composition for one year. The members of the Commission perform their duties voluntarily.

4.5. A member of the University community who has witnessed or has evidence that someone has violated the Code must notify the Commission. It is prohibited to file (support filing) unfounded or unsigned complaints.

4.6. If a student or employee has doubts or uncertainty that his actions or omissions may violate the Code of Honor of Igor Sikorsky Kyiv Polytechnic Institute, he may seek the advice of the Commission.

4.7. Any member of the University community has the right to apply to the Commission to offer proposals and additions to this Code.

## **5. FINAL PROVISIONS**

5.1. The University community members are to know the Code of Honor of Igor Sikorsky Kyiv Polytechnic Institute. Ignorance or misunderstanding of the Code provisions is not an excuse for unethical behavior.

5.2. A University community member confirms adopting the principles and norms of the Code of Honor of Igor Sikorsky Kyiv Polytechnic Institute and complying with them through signing it. All University students, representatives of research, and teaching staff must sign an agreement that demands to know and follow the University Code of Honor.

5.3. Violation of the Code Regulations is a severe offense and will result in penalties under the applicable law. At the request of the Commission on Academic Integrity and Corporate Ethics of the Academic Council, one of the penalties provides for expulsion or dismissal from the University.

5.4. The Code of Honor of Igor Sikorsky Kyiv Polytechnic Institute is approved at the University staff Conference.

5.5. Changes and additions to the Code take place at the request by the Academic Council of Igor Sikorsky Kyiv Polytechnic Institute, the Student Council of Igor Sikorsky Kyiv Polytechnic Institute, the Trade Union Committee of Igor Sikorsky Kyiv Polytechnic Institute, the Trade Union Committee of Students, and the Scientific Society of Students and Postgraduates of Igor Sikorsky Kyiv Polytechnic Institute, the Commission on Academic Integrity and Corporate Ethics of the Academic Council. Changes and additions to the Code of Honor are made only by the decision of the University staff Conference.