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MINISTRY OF EDUCATION AND SCIENCE, YOUTH AND SPORTS OF UKRAINE

Sumy State University

CODE OF CORPORATE CULTURE OF SUMY STATE UNIVERSITY

1. GENERAL PROVISIONS

Corporate culture as a system of values and principles shared and supported by members of the university community, combines professional, organizational, legal, economic, communicative, informational, environmental, moral culture, as well as elements of educational and student subculture, implemented through appropriate traditions, beliefs, ethical norms and customs.

Corporate culture is based on collective values and determines the main guidelines of behavior of members of the university community (*universitas*), i. e. employees and persons studying in all forms (hereinafter - the university community or team), developing in them a sense of responsibility and involvement in it, which is a necessary condition for the university to implement its statutory tasks.

The Code of Corporate Culture of the University (hereinafter - the Code), developed in accordance with generally accepted ethical standards. It is the basis of self-regulation of behavior and activities of all members of the university

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community, and is designed to promote the implementation of priority goals of university development, including as a socio-cultural institution.

The Code is one of the main documents of the SumDU regulatory framework, which orients each team member to achieve common goals, concentrates and directs initiative and entrepreneurship, as well as streamlines business communication and provides a favorable moral and psychological climate in the team.

2. BASIC VALUES AND PRINCIPLES OF THE UNIVERSITY COMMUNITY

The priority task of Sumy State University is the formation of a responsible and creative thinking personality, able to independently solve ideological and professional problems and be ready for life and work in a modern multicultural environment.

Preserving and multiplying the best traditions of the national higher school, ensuring the implementation of the humanistic function of education,

Sumy State University is designed to provide:

- creation of a special moral and intellectual atmosphere in the team, built on respect for universal values;
- formation of the graduate's personality as a bearer of high culture and stable moral principles, including in the field of professional activities;
- formation, development, preservation and dissemination of corporate traditions of the university community and a high level of personal involvement in the corporate spirit of the university;
- creating favorable conditions for the creative realization of each member of the team, the formation of leadership qualities;
- corporate social responsibility of the university community to society and its active influence on the socio-economic development of the region, the formation of a high culture of the population, including information, legal, economic, environmental, etc.

The Code proclaims and protects the value-oriented unity of teachers, staff and students, cultivating in them a sense of solidarity, mutual respect, tolerance and patriotism towards the university, a willingness to preserve and develop its traditions.

Realizing the values of corporate culture, the university:

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- professes the ideals of openness and democracy, ensures the availability of education, maintaining high standards of quality of the scientific and educational process;
- based on the integration of natural sciences and humanities, while enhancing the use of humanistic potential of all disciplines, provides the necessary conditions for students to achieve a high cultural and educational level and the formation of professional and communication skills necessary for the success of graduates;
- encourages the need for self-education and lifelong learning, intellectual and communicative creativity, tolerance, patriotism and active citizenship;
- forms and develops the atmosphere of academic freedom and academic responsibility, mutual understanding, creates conditions conducive to the realization of intellectual, professional and personal potential of employees;
- maintains relations with graduates, promotes their high professional and social status, encourages the establishment of associations of university graduates, which operate on the basis of, including corporate patriotism;
- forms the need and skills of constructive cooperation, a high level of ethnocultural, interfaith tolerance and political culture;
- introduces and encourages mutual respect and understanding in the field of scientific and educational activities, in sports, social sphere, leisure and private life;
- adheres to the principles of collegiality, responsibility and requirements of business ethics in the management and cooperation with partners.

3. GENERAL REQUIREMENTS OF CORPORATE CULTURE OF SumDU.

Each representative of the university community, adhering to the spirit of the university community in their professional, educational and social activities:

- is guided by the norms of the current legislation;
- values the business reputation of the university, takes care of its positive image in the professional community, does not act that harms the interests of the university and opposes any attempts to undermine its authority, ensures the confidentiality of official information;
- assumes responsibility for the implementation of the declared goals and is aware of its involvement in the successes and failures of the university;

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- focuses on spirituality, citizenship, patriotism, generally accepted moral norms that reflect the ideals of goodness, trust, humanism;
- professes the principles of justice and honesty, opposes corruption, bribery and protectionism in the university environment;
- promotes the creation of an atmosphere of trust, friendliness, justice, respect for the dignity and rights of each member of the team at the university, avoiding any forms of discrimination and violence;
- takes care of the property of the university, maintains cleanliness and order in the buildings and on the territory of SumDU, at the workplace, in classrooms, laboratories, dormitories, etc.; carefully and exclusively for the purpose of performance of official duties or educational activity uses office equipment, means of communication, transport, educational and laboratory equipment, library fund;
- behaves correctly, does not allow deviations from recognized forms of business communication, expresses support, understanding and positive attitude towards team members, not allowing unreasonable negative judgments against colleagues and comrades;
- preserves and multiplies the traditions of the university and promotes the dissemination of its best practices in order to form an appropriate environment in the city and region;
- respects family values, private life of his colleagues and students;
- leads a healthy lifestyle, takes care of maintaining their ability to work and is responsible for the health of others, including those with disabilities.

As a representative of a single university community, **each teacher and staff member:**

- adheres to the terms of the employment contract concluded with him, functional responsibilities (requirements of job description) and internal regulations, setting a positive example to other members of the team;
- approves and supports the proposals of students, which are aimed at improving the educational process and other areas of university activities;
- raises the level of professionalism, studies domestic and foreign experience, exchanges research results with colleagues and partners, focusing on the goals and objectives of the university, preserving and protecting its intellectual property, respects copyright, considers inadmissible forgery and plagiarism;

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- forms in students professional qualities in selected areas of training (specialties), competence, ability to work and live in a globalized world;
- respects the opinion of students, shows patience, moderation and kindness in communication with young people, while not allowing familiarity;
- respects the student organizations of the university, in particular, the student union and student government;
- helps to develop the creative abilities and skills of students, promotes the formation of a highly moral and responsible person with an active civil position;
- does not allow receiving any rewards, services, benefits for his professional activity not provided by the legislation of Ukraine, national and university regulations;

Student as a representative of a single university community:

- persistently acquires knowledge and professional skills, fulfilling all the requirements of the curriculum;
- resists academic dishonesty, responsibly and conscientiously performing educational tasks and drawing up control procedures knowledge;
- shows civic activity and responsibility, takes an active part in the life of the group, course, faculty and university through various forms of self-government, amateur activities, physical culture, sports and volunteering;
- shows friendliness, respect and courtesy in communication, avoiding any manifestations of disrespect for elders, obscene language, rudeness and vandalism;
- takes responsibility for one's actions and one's future, developing creative abilities, in particular through research in priority scientific areas, leadership qualities, sense of self-esteem and self-respect.

4. CULTURE OF BEHAVIOR OF EMPLOYEES AND STUDENTS

- University staff and students who are members of the collegial bodies of the university must be present at their meetings. If necessary, it's possible to leave the meeting in pause between speeches with the relevant permission of the chairperson;
- University staff and students should have an appearance that corresponds to the nature of professional learning activities, preferring business style clothing. Special clothing is provided for certain categories of staff (teachers and students of the Medical Institute, employees of scientific and technical laboratories,

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construction and repair and production sites, catering complex, service staff, as well as students and teachers during Physical Education classes;

- It is inadmissible for employees, students and outsiders in sports, beach, dirty and untidy clothes to appear at classes and in university buildings (except for Physical Education classes and other activities that require a special form of clothing);

- It is not allowed to appear at the university in clothes that promote national, religious or subcultural hostility, and with symbols that demonstrate political and ideological commitment;

- Members of the university community greet each other at the meetings, regardless of age and status, addressing each other formally. In communication with each other, employees and students are polite, do not allow familiarity and profanity;

- While being in the university buildings, men take off their hats. When entering the room (or when leaving them), it is desirable to let women and the elderly, people with disabilities take the lead, help them climb stairs, etc.;

- Students and visitors hand over outerwear to the wardrobe. The teacher has the right not to admit students to classes in outerwear and to ask the student to leave the classroom for violating discipline.

- It is not allowed to stay in outerwear in the library, in the halls of the dining room and cafeteria, as well as to use the premises of the catering complex for other needs (self-training, computer work, telephone conversations, etc.);

- It is not allowed to leave garbage, chewing gum, make inscriptions and drawings on furniture, equipment, walls, etc., as well as to paste information letters and announcements in places not intended for this purpose;

- Smoking is prohibited on the premises and on the territory of the university.

- Teachers and staff respect colleagues and students, do not allow delays to work and study and waste of time.

- Students are obliged to greet the teacher entering the classroom by getting up. If they are late for class, they can enter the classroom only with the permission of the teacher.

During events (conferences, round tables, meetings, business meetings, celebrations) team members show respect for speakers and a tolerant attitude to other points of view, stick to the silence and order, do not use mobile phones; if you obtain permission, leave the room in pause between speeches.

A teacher and a university employee should not:

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- humiliate the student, raise one's voice, intentionally distort names and surnames; in this case, the teacher or employee is obliged to make remarks about the incorrect behavior and appearance of the student, employee or visitor, if their behavior, appearance or statements contradict the requirements of the Code;

- to conduct political or religious agitation during classes, as well as to carry out advertising activities that do not meet the statutory objectives of the university;

- make requirements beyond the curriculum during the exam or test;

- change the evaluation criteria during the control activities, as well as take as a criteria in the assessment of knowledge a subjective attitude to the student or his personal qualities;

- use one's official position for sordid motives;

- behave rudely towards colleagues, students and visitors;

- be absent at the workplace without a good reason, except in situations related to the performance of official duties or official responsibilities;

- to use a workplace, office premises, the equipment (including resources of the Internet and social networks) for other purposes and to abuse telephone conversations without the permission given in the established order.

Students should not:

- receive or provide assistance during knowledge control procedures, submit assignments or written work prepared by another person, use cheat sheets or other unauthorized means during classes and control activities;

- to miss classes or be late for them without a good reason, to leave the classroom during classes without the permission of the teacher;

- use a mobile phone during classes and control activities.

5. SYMBOLS OF THE UNIVERSITY, TRADITIONS, CEREMONIES

The values of the corporate culture of the university are embodied in such **symbols** as anthem, flag, emblem, university logo, emblem of Student Self-government. These symbols form in the minds of staff and students an integral image of the university, create a single cultural space of the university, form a sense of pride in belonging to the university community.

- Official elements of the symbols of SumDU - Central and Main buildings with symbols, logo, slogan "Quality education - a secure future".

- The form of the official emblem of SumDU is a symbol of the university, in the middle of which there is a globe and a torch.

In order to form and maintain the appropriate spirit of unity and pride in the university:

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- solemn events of the university, institutes, faculties, as a rule, are opened by performing the anthem of SumDU (except for official events, which are opened by performing the national anthem);

- SumDU symbols are placed on the buildings, the main stele and in the university premises, on the official website, information stands, in official publications and forms, samples of souvenir and promotional merchandise, in advertising materials, items of clothing of employees and students, etc.;

- University employees' supplies: diaries, notebooks, business cards, pens, folders are designed in a single style, using officially established symbols and colors, which creates a single image of the university.

Specialized holidays: Education Worker's Day, Science Day, professional holidays in accordance with the areas of training and majors, as well as professional activities of employees.

Image events: Students Initiation ceremony, Knowledge Day, Open Days, Students Day, and others that meet the statutory objectives and reflect corporate values.

Image events also include performances (poems and songs), as well as the use of objects (badges, ties, scarves, caps, etc.) that reflect corporate values and are recognized as "unofficial" symbols of the university and its individual departments.

6. MECHANISMS OF IMPLEMENTATION AND RESPONSIBILITY FOR VIOLATION OF CODE STANDARDS

The provisions of the Code of Corporate Culture of the University are implemented through the development of extracurricular activities, education, "globalization" of the educational process, the formation of an atmosphere of "total" educational influence.

Employees and students of the university are obliged to know and adhere to the Code of Corporate Culture, to be responsible to the university community for their activities and behavior.

The Code is implemented through:

- recognition of its principles by the entire university community and their strict implementation;
- promoting, disseminating and reinforcing the declared principles by the own example of each team member;
- active and initiative participation of everyone at the level of his / her abilities and competence in solving the tasks the university is facing;

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- recognition of personal responsibility of the Head, employee and representative of the student government for violation of the Code (including by outside visitors) in the premises for which they are responsible or during the activities they implement;
- support and replication of positive examples and active use of opportunities for visual agitation in buildings, residences and premises of departments (stands illustrating the success of the department, individual teachers, staff and students, publications in the university newspaper "Rezonans", special programs on university radio, etc.);
- active involvement of staff and students in the work on the improvement of the territory and premises of the university;
- increasing the general level of aestheticization of the territory and premises of the university, the quality of events, including at the level of group, major, department, faculty, college, technical school, institute, sports club, cultural and artistic center, other structural units;
- dissemination of activities of the relevant direction by public organizations and student self-government bodies (raids, reviews, competitions, rotation of academic groups, voluntary people's squads, volunteers, operational teams, etc.).

In case of violation of the norms of the Code, the following measures may be applied to the employees and persons studying at the university by the relevant public or advisory body:

- recommendation to issue a public apology;
- announcement of public censure;
- consideration of the issue at a meeting of the commission on crime prevention;
- involvement in community service at the university or city;
- petition to the administration and student self-government bodies for the use of means of disciplinary influence, including expulsion of students;
- material or financial compensation for damages suffered;
- addressing the public through university newspapers and radio;
- a request to the administration for the dismissal of a teacher or staff member for a disciplinary order.

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7. FINAL PROVISIONS

The Code of Corporate Culture is discussed and approved at a meeting of the Academic Council of the University.

Changes and additions to the Code are made in the same order.

The Code is brought under the personal signature to the knowledge of employees by the Human Resources Department, and to the knowledge of students - by the management of institutes, faculties, centers, departments.