

Odessa National Medical University
CODE OF ETHICS
for employees and students

1. General provisions

1.1 CODE OF ETHICS for employees and students (hereinafter - the Code) is a set of provisions that define the requirements for employees and students of the Odessa National Medical University (hereinafter - ONMedU, University). The Code defines the standards of conduct and relationships of the parties involved in the educational process. The Code is based on the moral essence of ONMedU as well as the norms of medical ethics aimed at strengthening of goodness, humanism, humanity, and generally accepted norms of ethics, morality, respect for colleagues, the state and the entire society.

1.2. The Code is aimed at the comprehensive and harmonious development of ONMedU; promoting cooperation and excelling in the professional activity of each member of the university and student community.

1.3. The objectives of this code are:

- defining conduct rules that contribute to the formation of social awareness being defined as a set of moral values in various spheres of communication;
- maintaining the corporate culture, the spirit of cohesion, patriotism, democracy and pride in belonging to ONMedU among employees and students of the University;
- creating the most comfortable conditions for work and study, a favorable psychological climate in the educational environment of the university;
- preserving and strengthening the prestige and image of ONMedU as the establishment with stable ethical traditions through forming in the public consciousness the image of a student and a university employee as a highly intelligent, all-round and socially active person.

1.4. This Code is a moral guideline and applies to all persons who are referred to as employees and represent the university community:

- teaching and research staff, staff of university clinics and research institutes, administrative, technical staff;
- undergraduates and postgraduates: students, doctoral students, graduate students, undergraduates, clinicians, interns, interns, course participants, students, etc. (hereinafter undergraduates and postgraduates).

The basic moral principles of all the above-mentioned persons should be: humane treatment of people; respect for the rights, honor and dignity of another person; decency; honesty; truthfulness; responsibility, sticking to obligations and adherence to principles.

Every members of the University and student community should regard oneself as a responsible person , be proud of belonging to the University, follow moral and ethical rules and remember that *everyone is obliged to contribute to strengthening the image and business reputation of ONMedU.*

2. General responsibilities of employees and students of the university

- 2.1. To respect the rights and dignity of the individual. The relationship between students, postgraduates, teachers and staff should be based on mutual respect and cooperation, tact and correctness, courtesy and mutual assistance.
- 2.2. To be bearers and promoters of high culture, decency, and tolerance.
- 2.3. To take care of corporate and public interests. Follow the rules of professional and corporate ethics, refrain from ill-considered claims.
- 2.4. To promote the effective work of the university as a training and research center that provides the process of obtaining, transmitting and disseminating knowledge.
- 2.5. By own example to show respect for the traditions, history, and symbols of ONMedU, as well as the need to comply with the rules of labor and academic discipline in accordance with the Statute, internal regulations of the university, this Code and other regulations.
- 2.6. To treat the property of the university with care, monitor the neatness and order in its territory; not to remain indifferent to the violation of cleanliness and order by others.
- 2.7. To adhere to ethical norms in language, behavior, the dress code in the University.
- 2.8. To bear in mind maintaining the high status of the medical university and excel with honor and dignity in performing the duties of a teacher, employee, student, postgraduate student
- 2.9. To take a principled position in cases of violation of the law, the University Charter and this Code.
- 2.10. To preclude any discrimination against teachers, staff, students and postgraduates, without distinction of any kind, such as nation, race, religion, gender and other grounds both on individual basis and within the activities of socio-political and student organizations.
- 2.11. To actively participate in civic activity. Not to canvass, as well as not to engage in commercial advertising on the territory of the university; not to conduct activities that call into question the high moral status of a teacher, an employee, a student, a postgraduate of ONMedU.

2.12. Not to conduct anti-social activities that destabilize the order inside and outside the university, not to carry out actions that contradict the Constitution, the legislation of Ukraine.

3. Behavior of teachers and staff

In teaching:

- to treat work in ONMedU as the main professional duty; show expertise in scientific disciplines;
- to maintain a high level of pedagogical qualification;
- to honestly and objectively assess the knowledge, skills and abilities of students;
- to adhere to labor discipline, refrain from inappropriately using mobile communications during practical classes and lectures;
- not to disclose to third parties information concerning students, postgraduates, namely data on their academic performance and personal information obtained in the course of individual communication;
- teaching staff under no circumstances shall demand or accept things of value for assessing students or facilitating the procedures of students' knowledge, skills and abilities control;
- to preclude any verbal or physical aggression, intimidation, harassment, using harsh language toward students; as well as • degrading their honor and dignity.

3.2. In research, expert and medical-consulting activities:

- to dedicate their resource, knowledge and experience to promote the scientific achievements of the university;
- to keep conducted research open to criticism, verification and use by other researchers;
- to strive to minimize the adverse effects of research on humans, animals and the environment, adhere to the principles of bioethics and ecology;
- to preclude plagiarizing and appropriating ideas from unpublished sources;
- to use the results of research of their colleagues in accordance with the rules of the academic environment for citation and reference;
- to respect the rights of co-authors;
- to remain objective while reviewing or performing official assessment of research projects and research papers;
- to adhere to the confidentiality of unpublished information obtained during examination, review or scientific guidance;
- to promote the scientific growth of students, as well as their acquisition of skills for responsible research.

3.3. In administrative and economic activities:

- to prevent violations of professional ethics by other members of the university community in general and the administrative staff of the university in particular;
- to strive to effectively solve the problems of the university and its individual members in the shortest possible time; • remain open to public control of their activities;
- to maintain impartiality when making decisions and be guided solely by the educational and scientific interests of the university community;
- to exclude anonymous or unverified data from the process of making decisions.

3.4. In relations with colleagues:

- to be polite and respectful to colleagues in personal communication and public exchange of views, not to intentionally undermine their professional reputation;
- to not to commit actions that qualify as intimidation, harassment, invasion of privacy and insult, not to disseminate false and compromising information about colleagues;
- to not to discriminate against colleagues on the basis of social status.

3.5. In relation to the university:

- to respect the traditions and history of ONMedU;
- not to jeopardize the interests of the university and the performance of professional duties in teaching, conducting research, performing medical consulting and socially useful work outside the university;
- to maintain the prestige of ONMedU in the field of science and innovation, defend its interests on issues of priority, patenting, etc.

4. Behavior of students at the university

4.1. In educational and research activities:

- to strive to gain in-depth knowledge in the relevant field: study diligently, not to miss classes without good reason, participate in educational process and research work;
- to strive to make the most of the opportunities provided for the acquisition of theoretical knowledge and practical skills in the chosen specialty;
- to comply with the requirements of the university agenda, curricula, in a strictly defined time;
- during the educational process, to stick to the following rules:

◦ to apologize and ask the teacher for permission to enter the classroom in case of being late for classes; the teacher has the right not to admit those who are late for classes;

◦ not to interfere with the educational process; demand this from others;

◦ to refrain from using distracting objects (means of communication, entertainment, etc.); the mobile phone signal must be switched off; talking on the phone during class is assessed as a gross violation of ethical standards;

◦ to not to speak loudly on university premises and clinical bases.

• not to opt for and fight against such types of violations of academic discipline as:

◦ passing the procedures of knowledge control by fictitious persons;

◦ using the Internet or any other source to plagiarize abstracts, tests and dissertations;

◦ forging or fabricating business documents, directly or indirectly related to the learning process

- to respect other people's intellectual property and research priority, quote source materials references while preparing abstracts, term papers and dissertations;
- not to use prohibited auxiliary materials and technical means during the control of knowledge, skills and abilities, to rely solely on the acquired knowledge;
- not to use personal, family and other ties to gain a higher rating or to obtain other exceptions to the general regulation;
- not to offer remuneration to teachers or administration in order to facilitate the procedures of controlling knowledge, skills and abilities or to achieve other exceptions to the general regulation;
- not to take actions that hinder the implementation of the educational process.

4.2. In relations with other students:

- to advance in teamwork and build harmonious interpersonal relationships: to help colleagues in solving problems that arise, to respect classmates, junior students and other faculties;

- to maintain the atmosphere of kindness, friendship, mutual assistance and mutual responsibility both in group and the university; not to interfere with work or efforts of other students;
- to prevent any form of humiliation of honor and dignity, physical and mental violence, obscene, abusive language, manifestations of discrimination against a person on the basis of sex, social, national, religious and other grounds;

4.3. In relations with teachers and staff of the university:

- to respect the teaching staff or any other staff of the university; • greet teachers and staff when meeting them; seeing the teacher enter or leave the classroom greet or say goodbye standing up without words;
- the relationship between students, faculty and administration should be based on mutual respect and cooperation as well as accepted norms of ethics and a conflict-free search for compromise;
- to preclude any manifestation of harassment, intrusion into the private life, rudeness, familiarity, statements that degrade honor and dignity of teachers and staff;
- not to spread false and compromising information about teachers and staff among students community and in the media.

4.4. At university official events:

- to refrain from displaying much emotion in public, respect speakers; turn off the signal of the personal mobile phone;
- to wait for a break between talks and leave discreetly in case of a need;
- not to take actions that interfere with the events organized or sanctioned by the university management.

4.5. Outside the University:

- at all times to defend the honor and dignity of a medical student;
- at all times to be critical of own actions, foreseeing their possible consequences, to avoid situations that could interfere with the prestige and image of ONMedU;
- not to appear in public places in an obscene manner, not to use obscene language, not to commit obscene acts that offend human dignity and public morals;
- to behave correctly in public transport, give way to the sick and elderly, as well as passengers with children;

- to follow phone communication ethics in public transport: only use a phone in case of emergency, brief the conversation partner about an issue in a muffled voice.

4.6. In relation to the university as a whole:

- to respect the traditions, history, symbols of ONMedU;
- to take care of the property of the university: the equipment of classrooms, library resources;
- to maintain cleanliness in classrooms and on the territory of the university, remember that it is unethical to leave chewing gum and other garbage anywhere;
- to promote and appreciate any activity aimed at strengthening the system of student self-government, development of student creative activity (scientific-educational, sports, artistic, etc.), to boost corporate culture and image of ONMedU.

4.7. In terms of own behaviour:

- to adhere to personal hygiene and keep yourself physically fit, lead a healthy lifestyle;
- to fight against bad habits (smoking, alcohol, drugs) both their own and other members of the student community;
- to as a future doctor, to conduct sanitary and educational activity among the population;
- to remember the rules of etiquette (give way to women and teachers; be the first to greet teachers, regardless the course attended etc.);
- to respect, develop and cherish the cultural heritage of own country;
- to take an active part in the life of the state, exercising the right to vote and to be elected;
- to preclude any insulting or compromising statements and actions toward the symbols of statehood of foreign states;
- to recognize one's citizenship of a multinational state respecting all national cultures.

5. General rules of dress code at the university

5.1. The status of ONMedU as a higher national medical educational institution presupposes certain requirements to the style of clothing and appearance (dress code) of each person who studies and works at the university. It sets up respect for each other, highly productive work and a highly-efficient learning process on both sides; contributes to maintaining the reputation and establishing the image and

status of the university as an institution of high culture, morality and professionalism.

5.2. The members of the university and student community should avoid flamboyance in their dressing manner.

5.3. The predominant style of clothing is formal. Wearing clothing that does not meet the standards of the medical school is prohibited for students, teachers and staff as it contradicts the norms of medical ethics and being the sign of disrespect for patients, teachers and colleagues (sports suits, shorts, breeches, T-shirts, very short skirts and other too open, daring, ripped clothing containing open abdomen, deep neckline, transparent clothing, etc., as well as slates and shoes on barefeet).

5.4. Students and teachers must adhere to a professional dress code at the departments, clinical bases, wearing a white medical gown and a cap (always clean and ironed). For teachers of surgical profile, a scrub set is allowed instead of a medical gown.

5.4.1. In addition to a white medical gown and a medical cap, students in clinical departments are required to change their shoes with a stable washable sole or shoe covers, and a mask.

5.4.2. Absence of an established medical form (or partial absence) is considered a violation of discipline.

5.4.3. Badges indicating the last name, first name, patronymic and position of the employee should be used to maintain the work efficiency.

5.4.4. The requirements to the appearance of the participants of the educational are the following: the hair must be clean, neatly tucked under a medical cap; clean hands with short nails, dim manicure. Massive, bright jewelry or makeup; piercing, visible tattoos, men's earrings, bracelets are prohibited.

5.5. Medical caps are the only allowed headwear on the premises of departments and clinics.

5.6. In public places (administration, deans' offices, catering establishments, etc.), students and teachers do not have to wear a medical uniform.

6. Liability for non-compliance with the provisions of the Code

6.1. Implementation of this Code is based on moral self-control of each member of the university and student community. Everyone is obliged to comply with this Code and, if violations are detected, try to stop them on their own.

6.2. Responsibility and control over the observance of this Code rests on the heads of departments, deans' offices, heads of groups, courses, chairmen of student councils of faculties, etc.

6.3. Persons who have violated the rules and provisions of this Code may be subjects to moral condemnation (public discussion, etc.), administrative measures,

civil or criminal liability, depending on the regularity and severity of violations and legislation of Ukraine.