

APPROVED BY
the Academic Council of the University,
Protocol No. 1, dated 30.08.2022
Regulation enacts from No. 168-r,
dated 30 August 2022

Rector /signed/ Bogdan BUYAK

*Seal: /Ministry of Education and Science of
Ukraine * Ternopil Volodymyr Hnatiuk
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REGULATION
for Responding to Cases of Bullying (Harassment)
and Applying of Educational and Disciplinary Measures
at Ternopil Volodymyr Hnatiuk National Pedagogical University

Ternopil-2022

*This is correct and accurate translation,
which corresponds to the original text.
Translated from Ukrainian into English
by the certified translator Liudmyla Koshivka*



I. General Provisions

1.1. The Regulation for Responding to Cases of Bullying (Harassment) and Applying of Educational and Disciplinary Measures at Ternopil Volodymyr Hnatiuk National Pedagogical University (hereinafter referred to as “the Regulation”) is an internal regulatory document that defines the key concepts, actors, stages, and measures related to the identification and prevention of bullying (harassment) at Ternopil Volodymyr Hnatiuk National Pedagogical University (hereinafter – TNPU, the higher education institution).

1.2. For the purposes of this Regulation, the terms are used in the following meanings:

- **Conflict** – a confrontation between opposing, incompatible needs, interests, social attitudes, or plans that arise in an individual’s consciousness and manifest in interpersonal interactions between individuals or groups.

- **Bullying (harassment)** – actions or inaction of participants in the educational process involving psychological, physical, economic, or sexual violence, including the use of electronic communication means, directed against a minor and/or committed by a minor against other participants in the educational process, resulting in or potentially resulting in harm to the victim’s mental or physical health.

- **Parties to bullying (harassment)** – the direct participants in a bullying incident: the offender (bully), the victim (target of bullying), and observers (if any). One of the parties in a bullying case must necessarily be a minor.

- **Offender (bully)** – a participant in the educational process, including a minor, who commits bullying (harassment) against another participant in the educational process.

- **Victim (target of bullying)** – a participant in the educational process, including a minor, who has been subjected to bullying (harassment), resulting in direct physical, psychological, or material harm, humiliation, fear, anxiety, subordination to the offender’s interests, and/or social isolation.

- **Observers** – direct witnesses and/or bystanders of a bullying (harassment) incident.

- **Consequences of bullying (harassment)** – physical, psychological, or material harm, humiliation, fear, anxiety, submission of the victim to the offender’s interests, and/or the victim’s social isolation.

- **Participants in bullying (harassment)** – the parties to bullying (harassment) as well as other stakeholders involved in the prevention and response to bullying within the educational institution, as defined by relevant laws and regulations, and who participate in the educational process in accordance with the procedures established by the institution.

- **Physical violence** – a form of violence, including during bullying (harassment), that involves pushing, shoving, tripping, fighting, hitting, slapping, striking, or any other actions causing pain or bodily injury.

- **Psychological violence** – a form of violence, including during bullying (harassment), that involves insults, spreading false rumors, isolation, ignoring, boycotting, refusal to communicate, threats, manipulation, or blackmail.

- **Economic violence** – a form of violence, including during bullying (harassment), that involves petty theft, damage or destruction of personal belongings, extortion of money, food, or other material possessions.

- **Sexual violence** – a form of violence, including during bullying (harassment), that involves offensive gestures, remarks, nicknames, jokes, threats, spreading rumors, or touching of a sexual (intimate) nature and/or sexual harassment.

- **Cyberbullying** – bullying (harassment) committed through electronic communication means (such as photo, video, or audio recording).

Other terms are used in the meanings defined by the Laws of Ukraine “On Education,” “On Social Services,” “On Prevention and Counteraction to Domestic Violence,” *and* “On Ensuring Equal Rights and Opportunities for Women and Men.”

1.3. Bullying (harassment) directed against a minor and/or committed by a minor against other participants in the educational process within the higher education institution includes cases that occur directly on the premises of the institution, in adjacent areas, and/or outside its territory, including through the use of electronic communication means.

II. Subjects and Regulation for Responding to Cases of Bullying (Harassment)

2.1. The entities responsible for responding to cases of bullying (harassment) at TNPU are:

2.1.1. The Rector;

2.1.2. The Head of the Youth Affairs Department;

2.1.3. The Commission for the Review of Bullying (Harassment) Cases.

2.2. The activities of the entities responsible for responding to cases of bullying (harassment) are based on the following principles: legality; openness and transparency; respect for and observance of human rights and freedoms; impartiality and respect toward all parties involved in bullying (harassment); confidentiality; cooperation and coordination; prompt response; a comprehensive approach; and zero tolerance toward bullying (harassment) as a socially harmful phenomenon.

2.3. The grounds for responding to cases of bullying (harassment) include a statement or notification regarding an incident or suspicion of bullying directed at a minor and/or committed by a minor against other participants in the educational process, received by the designated response entities. Such notifications may be submitted orally and/or in writing, including through electronic means of communication (telephone, social networks, email, electronic messengers, official web resources, etc.).

2.4. Any person who has experienced, witnessed, or suspects an incident of bullying (harassment) against a minor and/or by a minor against other participants in the educational process, or who has credible information about such an incident, may report it to TNPU.

2.5. Adult participants in the educational process are obliged to take immediate action when approached by a child and/or if they witness an incident of bullying (harassment). Such actions include assessing the risk to the life and health of the parties involved, intervening immediately to stop harmful behavior, providing urgent medical and psychological assistance if needed, and contacting healthcare authorities for emergency medical support.

2.6. The Rector:

2.6.1. Issues an order establishing the composition of the Commission for the Review of Bullying (Harassment) Cases for the purpose of conducting an investigation;

2.6.2. In cases where the Vice-Rector for Educational and Student Affairs is unable to perform their duties related to the identification and prevention of bullying, appoints by order another responsible person to prepare materials for the commission's meeting (including interviewing participants, collecting available photo or video evidence, and obtaining psychological profiles of the involved parties).

2.7. The Head of the Youth Affairs Department:

2.7.1. Informs the person who submitted a statement about the subsequent regulation for its review;

2.7.2. Convenes a meeting of the Commission for the Review of Bullying (Harassment) Cases no later than three working days after receiving the statement or report in order to plan and implement appropriate response measures;

2.7.3. The university, upon receiving a statement about a case of bullying (harassment), notifies the territorial unit of the National Police of Ukraine within one day, as well as one of the parents or legal representatives of the minor involved. If necessary, it also informs the local Child Services Department and/or the Social Services Center for Family, Children, and Youth to ensure the urgent provision of psychological assistance.

2.8. The Commission for the Review of Bullying (Harassment) Cases is a collegial body that is convened in each individual case no later than three working days after the receipt of a statement or report.

2.9. The Commission includes the Vice-Rector for Educational and Student Affairs and other relevant individuals (academic, teaching, and research staff).

2.10. The Commission may invite to its meetings the parties involved in the bullying (harassment) case (if necessary), one of the parents or legal representatives

of the minor offender and the minor victim, as well as representatives of other entities involved in responding to bullying (harassment).

2.11. The Commission develops proposals and recommendations on matters within its competence during its meetings.

2.12. Based on the results of the Commission's work, a protocol (official record) is drawn up. The Vice-Rector for Educational and Student Affairs, or another person designated by the Rector's order, is responsible for implementing and monitoring the planned measures aimed at restoring and normalizing the psychological climate and for carrying out the recommendations outlined in the protocol.

2.13. The powers of the Commission for the Review of Bullying (Harassment) Cases at TNPU include:

2.13.1. Reviewing and analyzing materials obtained as a result of the investigation conducted on the basis of the bullying (harassment) report;

2.13.2. Identifying the parties involved in the bullying (harassment), determining possible causes, and defining the necessary measures for their elimination;

2.13.3. Planning measures to stabilize the psychological climate within the group, fostering empathy among the parties, and providing social, psychological, and pedagogical support, including involving relevant specialists to deliver legal, social, and other forms of assistance;

2.13.4. Developing recommendations for academic and teaching staff regarding effective educational approaches and methods of working with minors involved in bullying (harassment) incidents and their parents or legal representatives;

2.13.5. Developing recommendations for the parents or legal representatives of the minor who is a party to the bullying (harassment) case.

III. Regulation for the Application of Educational and Disciplinary Measures

3.1. Educational and disciplinary measures shall be applied to restore and normalize relationships among participants of the educational process following an incident of bullying (harassment), with the aim of creating a safe and supportive environment conducive to effective learning and work.

3.2. Such measures shall be applied when the fact of bullying (harassment) has been established – in relation to the perpetrator, the victim, and any witnesses of the incident.

3.3. Educational and disciplinary measures shall ensure the protection of the rights and interests of all parties involved in the case of bullying (harassment), and shall provide for the necessary moral education, learning support, and socio-psychological and pedagogical assistance.

3.4. The implementation of educational and disciplinary measures shall be carried out by academic and teaching staff of the educational institution, with the involvement, where necessary, of qualified specialists providing legal, psychological, social, and other forms of assistance.

3.5. The necessary educational and disciplinary measures shall be determined and planned by the Commission for the Consideration of Bullying (Harassment) Cases at Ternopil Volodymyr Hnatiuk National Pedagogical University (TNPU).

3.6. Academic and teaching staff responsible for the educational process within a group where a bullying (harassment) incident has been recorded shall:

3.6.1. implement the recommendations of the Commission for the Consideration of Bullying (Harassment) Cases at TNPU regarding appropriate teaching methods and approaches to working with the minors involved in the incident, as well as with their parents or legal representatives;

3.6.2. teachers, jointly with students, develop and establish the rules of interaction within the group (class) during the educational process.